

**Carmel/Clay Board of Parks and Recreation
Tuesday, June 9, 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 in addition to a Resolution of the Clay Township Board. Due to an inadvertent overpayment, this resolution transfers \$140,119 from the Park Fund (1215 COIT) to the Township's Rainy Day Fund. The Clay Township Trustee had previously communicated this overpayment. COO Klitzing also stated that there was a typo in the Resolution, as the numeric and written amounts were not the same. The numeric amount is correct, and the Trustee will be correcting that at the next Clay Township Board Meeting.

Committee Reports

Personnel Committee – Rich Taylor

Mr. Taylor stated that there had been no meeting.

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 that the Properties Committee has had no formal meeting.

Action Items

Minutes – May 12, 2015 Park Board Meeting

Mr. Kirsh made a motion to approve the minutes as amended (changed 'closing' to 'closely' on Page 2). The motion was seconded by Mr. Taylor and passed 6 – 0 with 2 abstentions (Ms. Freed and Ms. Franklin).

Consolidated Financial Report for May 2015

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for May 2015, seconded by Mr. Kirsh, and unanimously passed 8 - 0.

CCPR P&L Statements for May 2015

Ms. Kristunas made a motion to acknowledge receipt of the CCPR P&L Statements for May 2015 and seconded by Mr. Taylor. Mr. Taylor asked for clarification on numbers. COO Klitzing stated that the Consolidated Financial Statement is based on the Clerk-Treasurer's report. Revenue (credit cards and ACH) is always a month in arrears, but the lag time will be smaller when using the new software (ACTIVE) and revenue will be reflected every two weeks. Other factors include the inclement weather (season passes and day passes for The Waterpark) and the City's new storm water utility expense. Discussion followed on fitness programs. Board President Engledow asked about health insurance. COO Klitzing responded that the Department followed budget directives, however in 2014, it was not known that the Department would contribute designated amounts to those employees who selected the high deductible plan. This has been corrected in the 2016 budget proposal. Board President Engledow called for the vote, and the motion was passed 8 – 0.

Claim Sheet June 9, 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 June 9, 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 May 2015 – Audrey Kostrzewa

Ms. Kostrzewa requested that the Board accept \$44 from CCPR Staff for the Jeans Friday scholarship program. A motion was made by Mr. Kirsh to accept the donation as presented, seconded by Ms. Kristunas, and unanimously passed 8 – 0.

Consideration of Quote to Repair Monon Community Center HVAC System – Michael Klitzing

COO Klitzing said that another air handling unit on the roof of the Monon Community Center has failed. The Department worked with Carrier, the manufacturer, to identify the issue, and validated the problem with Troy Franklin of Integrity Automation, given his considerable knowledge on HVAC systems. After a lengthy discussion, Ms. Kristunas 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 \$39,768 to repair the Monon Community Center HVAC system, seconded by Mr. Garretson, and unanimously passed 8 – 0.

Consideration of Proposal from SEH regarding West Park Master Plan Update – Michael Klitzing

In following the 2015-2019 Parks and Recreation Master Plan that was adopted by the Park Board in March, COO Klitzing explained the need to update the West Park Master Plan. In response to the RFI (Request for Information), the Department received 12 proposals from various, reputable consulting firms. After reviewing all proposals, the final three firms were asked to submit a firm scope as to how to do the work and cost estimates. Based upon many elements, the committee decided to recommend SEH of Indiana.

Mr. Rude asked who was on the committee. COO Klitzing replied that the committee consisted of himself, Director Westermeier, and Mr. Kirsh, Chair of the Properties Committee. Mr. Rude asked if there was at any time any consideration given to involving the complete Properties Committee. Mr. Kirsh stated that in the initial stage, there were 12 packets. The committee wanted to whittle it down to a manageable number, and he made the decision, as head of the Properties Committee, to help with that and then he left it up to staff to make the decisions. Discussion followed regarding the selection process.

Mr. Rude and Ms. Franklin voiced their concerns regarding their lack of input as Members of the Property Committee. There was more general discussion regarding the relevance of the Board Committees. Board President Engledow interjected that continuity is extremely important in working with consultants and that input from the Board Members would be reflected by their respective votes. Mr. Taylor made a motion to accept the proposal for services from SEH of Indiana, LLC for development of the West Park Master Plan Update, seconded by Ms. Kristunas, and unanimously passed 8 – 0.

Mr. Taylor made a motion to authorize the Department Director, Chief Operating Officer, and the Park Board Attorney to directly negotiate a professional services contract with SEH of Indiana, LLC for the development of the West Park Master Plan Update for a sum not to exceed \$109,750.00 and authorize the Department Director or Chief Operating Officer to execute the same. The motion was seconded by Ms. Kristunas, and unanimously passed 8 – 0.

Consideration of Hamilton Disc Golf Union (HDGU) Event – Michael Klitzing

Under existing park rules, any entity that wants to serve alcohol at an event requires Park Board approval unless that event takes place at the Monon Community Center. The Hamilton Disc Golf Union was the driving force in the development of our two disc golf courses. In fact, the Department has entered into a management agreement with HDGU to maintain the Hazel Landing Disc Golf Course. There have been no issues in the past regarding alcohol at their events, and staff recommends approval.

Mr. Kirsh made a motion to authorize Union Brewing Company to serve alcohol at the Hamilton County Open, subject to all applicable laws regarding the serving of alcohol. The motion was seconded by Ms. Kristunas. A brief discussion followed regarding the type of alcohol and the possibility of a shared-revenue program with this event in the future. Board President Engledow called for the vote, and the motion was unanimously passed 8 – 0.

Consideration of Matters regarding Central Park Dog Park – Mark Westermeier

Director Westermeier stated he had nothing new to report.

Attorney's Report

Tort Claims

Ms. Grisham announced that there have been no new tort claims filed. The current claim regarding the woman who sprained her ankle has still not moved forward at all, and we have not received a claim for damages; however, the Traveler's adjuster is working on it.

General

Ms. Grisham reported that the survey for the property known as the Matilda Haverstick Family Property was delivered today. This parcel of land is 5.12 acres between River Road and White River. The appraisers will use this survey to validate and produce revised appraisals which we expect by the end of June.

Ms. Grisham said she is working with Sunrise on the Monon LLC representatives on the secondary plat.

Ms. Grisham reported that there have been numerous laws passed this year. Two key bills include the Repeal of the Common Construction Wage Law and fee increases for the State Board of Accounts.

Mr. Garretson asked if the new River Road survey (Matilda Haverstick Family Property) expanded the floodplain. Discussion followed.

Director's Report

In addition to the Director's Report included in the packet, Director Westermeier stated that the Department is working on punch list items at the dog park, and the project is moving along very well. Documents for the West Commons project have been finalized with very small changes relative to the playground.

A number of years ago, Les Olds, Director of the Carmel Redevelopment Commission (CRC), obtained a \$50,000 commitment from the Park Board. Recently, Director Westermeier met with Corrie Meyer, the current CRC director. Ms. Meyer said that the CRC would like to pursue this commitment and will present the new plan at the next meeting. Director Westermeier said he would provide information on the original commitment for comparison.

Director Westermeier announced that the National Recreation and Park Association (NRPA) selected 30 park agencies across the United States to have George Mason University do a comparison study. They will compare our community center, its cost recovery, fees, etc. with other systems. The Department looks forward to the possibility of learning from others.

Director Westermeier reported a very successful Family Campout last weekend with 340 people, the highest attendance ever.

Last, Director Westermeier reported that the West Commons project will be rebid. The Department hopes to make a recommendation to the Park Board at its August meeting.

Discussion Items

Mr. Garretson suggested that the Board consider a discussion about committees at a future meeting and discuss how the Board operates. He added that the Board could periodically use the fourth Tuesday of the month as that date was previously used for Park Board Meetings. Board President Engledow said that the Park Board functions according to the bylaws and Interlocal (Interlocal Cooperation Agreement between the City of Carmel, Indiana, and Clay Township of Hamilton County, Indiana).

Board President Engledow said that there has been much discussion in the past about reviewing and updating the bylaws. A lengthy discussion followed. It was decided that a Director's Committee would be appropriate. The officers (who also represent the chairs on the standing committees) would work through the bylaws and bring the proposed changes to the full Board in June or July at a workshop.

Information Items

Plan Commission – Joshua Kirsh

Mr. Kirsh reported that there is thick remonstrance regarding the proposed PUD of the land formerly Shortee's Golf Course (south of I465 in Washington Township, Marion County). The adjoining neighbors are very concerned about high density as well as high rental.

Mr. Kirsh announced that a sustainable neighborhood concept is being considered for about two acres of land along the US 31 corridor north of St. Vincent.

Mr. Kirsh plans to attend this weekend's Hamilton County pond workshop that addresses issues with water retention areas. He also plans to attend a state conference (Nitty Gritty workshop) on July 16 regarding Indiana planning associations.

Board President Engledow asked that Mr. Kirsh bring up safety concerns related to retention ponds while attending the local pond workshop.

School Board – Kathie Freed

Schools are out for the summer; however, summer school is in session in many buildings so be on the lookout for kids. School is back in session August 11, 2015 and dismisses May 25, 2016.

Parks Foundation – Wendy Franklin

Ms. Franklin stated she had nothing to report.

Board Comments

Mr. Kirsh announced we should be proud of a local hero, Sean Roberts, who competed in a Flow Tournament in Alabama and ranked 3rd overall as a ProAm. This is a huge competition, and it brought more light to us on an international stage again. Our Flow (FlowRider) is being recognized around the world.

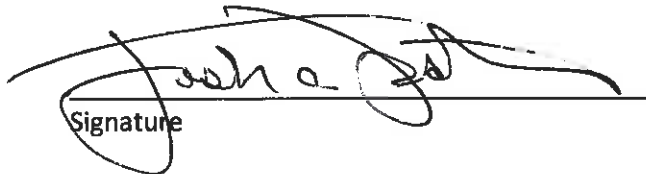
Mr. Rude observed a skateboarder being pulled through the parking lot.

Board President Engledow stated that he appreciates everyone's cooperation and attendance to get things done as it is an important and positive part of the community.

Adjournment

There being no further business, Mr. Rude made a motion to adjourn, seconded by Mr. Taylor with no objections. The meeting was adjourned at 7:40 p.m.

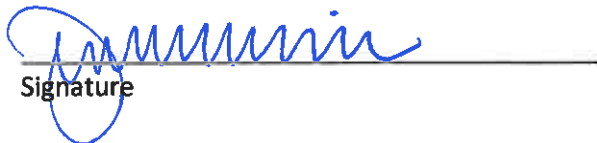
Approved,



Signature

July 14, 2015

Date



Signature

14 July 2015

Date