

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

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

**Members Absent:** James Engledow, 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**

Vice President Taylor 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 Vice President Taylor called the meeting to order (6:15 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 in the packet including the quarterly Active Contract (Summary) Log. At this point, COO Klitzing introduced Michael Allen, the new Park Maintenance Manager, who has been with the Department for about a month.

COO Klitzing spoke about additional documents in the packet: an article written by Director Westermeier and published by *PRB – Parks & Recreation Business* titled “Run it like a business.” Another interesting article was published in *The Wall Street Journal* highlighting the Woodway Curve, the same treadmill the Department recently purchased for the MCC Fitness Center.

COO Klitzing spoke about the weather and its impact on the Department. He compared The Waterpark statistics from 2015, 2014, and 2012. The preliminary numbers for 2015 look good. The staff’s management has been very successful in ‘staying in the black.’ Director Westermeier added that marketing and social media efforts have greatly assisted in getting the word out to keep attendance numbers up.

COO Klitzing announced national recognition from the National Recreation and Park Association (NRPA) who is awarding the 2015 Barb King Environmental Stewardship Award to the Department. This is the highest environmental award given by NRPA putting the Department in elite company.

Vice President Taylor said he follows CCPR on Facebook and commended the Department for doing a great job. Also, the year-to-date (Consolidated Financial Report) shows 100% cost recovery with an increase in passes and memberships. Mr. Kirsh also commented on the use of social media.

**Committee Reports**

**Personnel Committee – Rich Taylor**

Vice President Taylor stated that the Committee will not meet until later in the year to finalize the Director’s evaluation.

**Finance Committee – Jenn Kristunas**

Ms. Kristunas said the Committee met at its regularly scheduled meeting in June. The Committee reviewed the budget that was being presented to the Board for approval. The Committee will not need to meet again until October.

**Properties Committee – Joshua Kirsh**

Mr. Kirsh stated that the Properties Committee had not met, but he would like to meet briefly with the Members after the Board Meeting.

**Action Items**

**Minutes – June 9, 2015 Park Board Meeting**

Mr. Kirsh made a motion to approve the minutes, seconded by Ms. Kristunas, and unanimously passed 6 – 0.

**Consolidated Financial Report for June 2015**

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for June 2015, seconded by Mr. Kirsh, and unanimously passed 6 - 0.

**CCPR P&L Statements for June 2015**

The CCPR P&L Statements were not available for action.

**Claim Sheet July 14, 2015**

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

**Clay Township Claim Sheet July 14, 2015**

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

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

Ms. Kostrzewa requested that the Board accept the sponsorships, grant, partnerships, and donations as listed. A motion was made by Mr. Kirsh to accept all as presented, seconded by Ms. Kristunas, and unanimously passed 6 – 0.

**Consideration of Request from the Carmel Redevelopment Commission (CRC) – Mark Westermeier**

Director Westermeier stated that on April 12, 2011, the Park Board agreed to provide \$50,000 to the CRC for improvements along the Monon Trail. A brief overview of the previously approved project followed. Director Westermeier met with Corrie Meyer, Executive Director of the CRC, the architect, and Ron Carter (City Council Member) and discussed the elements of the newer plan, which is better than the original one that was never started. Director Westermeier asked that the Park Board accept the CRC's recommendation.

Ms. Meyer spoke about the proposal along the Monon Trail north of Main Street between Bub's and Scotty's. This layout would create a safe environment with an artistic opportunity using vinyl wraps on poles for bicycle parking.

After much discussion, Mr. Garretson made a motion to approve the \$50,000 expenditure as long as the steps are at least 5' wide, seconded by Mr. Rude. Ms. Grisham advised that the CRC must follow the same laws bound by the Department and provide certification of such. Mr. Garretson amended his motion to incorporate all applicable laws governing the Park Board on similar projects and that certification of such be provided, Mr. Rude accepted the amendment. The motion was passed with 4 ayes, 1 nay (Ms. Franklin) and 1 abstention (Ms. Kristunas).

**Consideration of 2016 Parks Operating Budgets – Michael Klitzing**  
COO Klitzing provided highlights of the 2016 Park Operating Budgets.

**Resolution B-2015-001 Adopting the Proposed 2016 General Fund (101) Budget**

After a detailed presentation of the General Fund (101) Budget, Ms. Kristunas made a motion to waive the reading of Resolution B-2015-001 and enter it into action, seconded by Mr. Garretson, and unanimously passed 6 – 0. Ms. Kristunas made a motion to approve Resolution B-2015-001 as presented, seconded by Mr. Garretson, and unanimously passed 6 – 0.

**Resolution B-2015-002 Adopting the 2016 Non-Reverting Operating Budgets and Fee Schedules**

After a detailed presentation of the Non-Reverting Operating Budgets and Fee Schedules for the Extended School Enrichment Fund (108), Monon Community Center Fund (109), and the Parks & Recreation Facilities Fund (110), Ms. Kristunas made a motion to waive the reading of Resolution B-2015-002 and enter it into action, seconded by Mr. Kirsh, and unanimously passed 6 – 0. Ms. Kristunas made a motion to approve Resolution B-2015-002 as presented, seconded by Mr. Kirsh, and unanimously passed 6 – 0.

**Consideration of a Services Agreement with Zagster, Inc. regarding a Bike Sharing Program – Mark Westermeier**

Director Westermeier presented information on the new bike sharing program. After a brief discussion, Ms. Kristunas made a motion to approve the Services Agreement with Zagster, Inc. as presented, seconded by Mr. Kirsh, and was passed with 5 ayes and 1 abstention (Mr. Garretson).

**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 reported that one new tort claim had been filed in regards to the Monon Community Center Fitness Center.

**General**

Ms. Grisham stated she is working on the Sunrise property and rebid of Central Park West Commons.

**Director's Report**

Director Westermeier said that his report was included in the packet.

**Discussion Items**

Mr. Garretson asked about the cost of refunds. COO Klitzing replied that the Department's only cost is fifteen cents per credit card refund.

**Information Items**

**Plan Commission – Joshua Kirsh**

Mr. Kirsh reported there may be some engineering issues with the sustainable neighborhood project along Smokey Row off of US 31.

Mr. Kirsh said he had just toured the new Mormon Temple, and it is an exquisite facility.

**School Board – Kathie Freed**

There was no School Board update in Ms. Freed's absence.

**Parks Foundation – Wendy Franklin**

Ms. Franklin stated she had nothing to report.

**Board Comments**

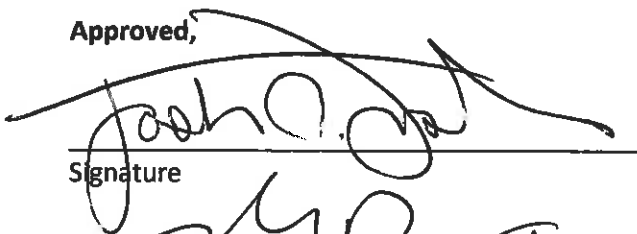
Mr. Kirsh commented on the upcoming Flow Tour at The Waterpark.

Mr. Taylor recognized COO Klitzing and congratulated him on being named SIU's Alumnus of the Year.

**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 8:50 p.m.

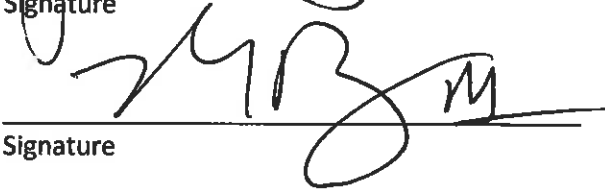
Approved,



Signature

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Date



Signature

8/14/15

Date