

**Carmel/Clay Board of Parks and Recreation
Tuesday, August 9, 2016, 6:00 p.m.
Monon Community Center**

Members Present: James Engledow, Wendy Franklin, Kathie Freed, James Garretson, Nick Plopper, Linus Rude, Rich Taylor

Members Absent: Joshua Kirsh, Jenn Kristunas

Others Present: Mark Westermeier, Director; Michael Klitzing, Chief Operating Officer (COO Klitzing); 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. Plopper to call the roll. Mr. Plopper stated that there was a quorum. After the Pledge of Allegiance, Board President Engledow called the meeting to order at 6:02 p.m.

Public Comments

There were no public comments.

Staff Reports

COO Klitzing stated that the standard staff reports that were available at the time of packet assembly were included in the Board packets.

Committee Report

COO Klitzing stated that the Finance Committee met, reviewed the budgets, and their recommendation is forthcoming as the Board considers the 2017 budgets.

Minutes

July 12, 2016 Park Board Meeting

Mr. Plopper made a motion to approve the minutes, seconded by Mr. Garretson, and unanimously passed 7 – 0.

Financial Reports

Consolidated Financial Report for June 2016

Mr. Taylor made a motion to acknowledge receipt of the Consolidated Financial Report for June 2016, seconded by Ms. Franklin, and unanimously passed 7 – 0.

Claims

Claim Sheet August 9, 2016

Mr. Taylor made a motion to approve the Claim Sheet as presented, seconded by Ms. Franklin, and unanimously passed 7 – 0. Mr. Taylor inquired about protocol regarding who can sign the claims. Ms. Grisham responded that any Park Board officer may sign.

Clay Township Claim Sheet August 9, 2016

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

Monetary Gifts, Grants, Partnerships, and Sponsorships for July 2016 – Audrey Kostrzewa

Ms. Kostrzewa requested that the Board accept the \$3,000 donation from the Carmel Clay Parks Foundation for Summer Camp Scholarships, and \$1,310 from Kona Ice as part of their partnership agreement with the Department. A motion was made by Mr. Taylor to accept the items as presented, seconded by Mr. Rude, and unanimously passed 7 – 0.

New Business

Consideration of Quotes for Central Park Asphalt Repairs and Painting Project – Michael Klitzing

COO Klitzing stated that capital repairs such as these are completed every other year. This year the repairs are specific to Central Park and include crack sealing, asphalt repairs, and painting. The work will take place overnight so as to not affect Monon Community Center operations. Mr. Plopper asked when the work would commence as it is weather dependent. Michael Allen, Park Maintenance Director, answered that the work has yet to be scheduled, but it will be completed this construction season. Board President Engledow asked how many nights it would take and if it would affect the neighborhood adjacent to College. Mr. Allen said work would be completed in one night. COO Klitzing added that most repairs would be east of the bridge and therefore would not disturb our neighbors.

Mr. Taylor made a motion to accept the quote from Harding Group and enter into an agreement in the amount of \$98,034 for the Asphalt Repairs and Painting Project, seconded by Ms. Franklin, and unanimously passed 7 – 0.

Consideration of 2017 Budgets – Michael Klitzing

COO Klitzing presented a broad overview of the 2017 budgets and then provided specific details pertaining to each one. The Park Board Members stated their preference to vote on each budget at the conclusion of the presentation. After COO Klitzing addressed questions, Board President Engledow thanked COO Klitzing for his excellent presentation.

Resolution B-2016-001 Adopting the Proposed 2017 General Fund (101) Budget

Mr. Taylor made a motion to waive the reading of Resolution B-2016-001 and enter it into action, seconded by Ms. Freed, and unanimously passed 7 – 0. Mr. Taylor made a motion to approve Resolution B-2016-001 as presented, seconded by Mr. Rude, and unanimously passed 7 – 0.

Resolution B-2016-002 Adopting the 2017 Non-Reverting Operating Budgets and User Fees

Mr. Taylor make a motion to waive the reading of Resolution B-2016-002 and enter it into action, seconded by Ms. Franklin, and unanimously passed 7 – 0. Mr. Plopper made a motion to approve Resolution B-2016-002 as presented, seconded by Ms. Franklin, and unanimously passed 7 – 0.

Consideration of Salary Resolution B-2016-003 Establishing Salaries and Wages for 2016-2017 – Michael Klitzing

COO Klitzing explained that the U.S. Department of Labor has issued a new overtime rule, and he explained how it impacted the Department, especially those employees changed from exempt to nonexempt status and the workweek of some staff from 37.5 to 40 hours. This resolution not only reflects the new overtime rule, but also addresses the salaries that are usually presented in a similar resolution later in the year. COO Klitzing said that the salaries stated in the appendix are not reflective of actual paid salaries.

Mr. Taylor made a motion to waive the reading of Resolution B-2016-003 and enter it into action, seconded by Ms. Franklin, and unanimously passed 7 – 0. Mr. Plopper made a motion to approve Resolution B-2016-003 as presented, seconded by Mr. Taylor, and unanimously passed 7 – 0.

Old Business

**Central Park – Mark Westermeier and Michael Klitzing
West Commons**

Director Westermeier said there were no items that required Board approval. There are two outstanding issues. There is an area in the playground holding water (appears to be a drain problem), and staff is working to resolve issues with IDEM on the well water. Barring any unforeseen difficulties, West Commons will open in August. As a final note, there are two outstanding punch list items and all vegetation work will be moved to a later date

The Waterpark Admissions Project: Consideration of Bids

COO Klitzing referred to the handout distributed to the Board Members at the meeting. After reviewing the three bids, the Department checked references for MacDougall Pierce Construction. Mr. Taylor asked if the Department had worked with MacDougall Pierce Construction. COO Klitzing said this company is new to the Department, but their references were favorable. If the Board approves this project, work will start after Labor Day. Ms. Grisham responded to the question raised about the expenditure of \$10,000 cited in the recommended motion. A brief discussion followed.

Mr. Taylor made a motion to accept the bid from, and award a contract to, MacDougall Pierce Construction, Inc. in the amount of \$334,100 for The Waterpark Admissions Project, and authorize the Architect, Williams Associates, Architects, Ltd., 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 limited notice to proceed with shop drawings for long lead time items, authorizing the expenditure of funds, not to exceed \$10,000 unless otherwise considered reasonable and appropriate by the Architect, Park Department Director and/or COO, 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. The motion was seconded by Mr. Plopper and unanimously passed 7 – 0.

Ms. Freed made a motion to delegate to the Director and the COO the authority to determine, in conjunction with the Architect, whether it is in the best interest of the Board and the Park Department to add or change an item or items in the contract with MacDougall Pierce Construction, Inc. and to approve each such change order up to an amount not to exceed his purchasing authority and in accordance with applicable Indiana law regarding change orders, with a report to the Park Board and a request for ratification at a subsequent Park Board meeting. The motion was seconded by Mr. Rude and unanimously passed 7 – 0.

Central Park Parking Structure Feasibility Study: Consideration of Options

COO Klitzing presented information relative to the proposed parking structure and discussion followed regarding Options A, B, and C. The contract with American Structurepoint was written in three phases. American Structurepoint has completed phase 1 and a decision must be made as to how to move forward.

Mr. Taylor made a motion to not proceed with phase 2, the feasibility study, which is permitted by contract with no penalty. The motion was seconded by Mr. Plopper. Discussion followed. Mr. Garretson expressed his concern about parking. Specifically, his concern about the distance of parking spaces to the front door and the elevation, making it difficult for aged individuals or those who use wheelchairs, crutches, etc. Board President Engledow called for the vote. The motion was passed 5 – 2 (Board President Engledow and Mr. Garretson).

Both staff and Board Members commended American Structurepoint for their thorough work.

Attorney's Report

Ms. Grisham reported a new tort claim has been filed. An adult claimed she hit her head on the catch pool concrete wall after she exited the red adventure slide in The Waterpark. This is currently under investigation.

Ms. Grisham said she will be working on contracts and other documents for The Waterpark Admissions Project.

Ms. Grisham advised that she was in receipt of a public notice regarding a rezone of a 15-acre parcel where Five Seasons is currently located. She advised the Board of an upcoming public meeting.

Director's Report

Director Westermeier stated that his report was included in the Board packet.

Information Items

School Board – Ms. Freed announced that August 9th was the first day of school so be aware of bus stops, etc.

Parks Foundation – Ms. Franklin said that they have met twice with Leon Younger who is facilitating their discussion on the path of the Parks Foundation.

Park Board Comments / Discussion

Board President Engledow reminded Park Board Members that Active Threat Training would immediately follow the meeting. He also announced a Special Park Board Meeting would be on the 4th Tuesday in August at the Administrative Offices.

Adjournment

There being no further business, a motion was made by Mr. Taylor and as there was no objection, Board President Engledow adjourned the meeting at 8:05 p.m.

Approved,

Signature

Date

Signature

Date