

**Carmel/Clay Board of Parks and Recreation
Tuesday, December 12, 2017, 6:00 p.m.
Monon Community Center**

Member(s) Present: Katie Browning, James Engledow, Wendy Franklin, James Garretson, Joshua Kirsh, Jenn Kristunas, Nick Plopper, Linus Rude, Rich Taylor

Member(s) Absent: None

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. Kirsh to call the roll. After Mr. Kirsh stated there was a quorum, Board President Engledow called the meeting to order at 6:03 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 Board packet.

Each Board Member received a copy of the meeting notice for the 2018 regular meeting schedule. Meetings are on the second Tuesday with one exception in 2018. The Primary Election is on the second Tuesday in May, so the Board Meeting will be moved to Wednesday, May 9th.

COO Klitzing said he had received inquiries from the Indianapolis Star, which will publish an article highlighting the 2018 rates which have nominal increases.

Finance Committee

Ms. Kristunas announced that there will be a Park Board workshop on January 23, 2018 to review capital projects.

Nominating Committee

Ms. Kristunas stated that the Nominating Committee Members had met. Board President Engledow stated that the Committee will report, per the bylaws, in January at the annual meeting.

Minutes

November 14, 2017 Park Board Meeting

Mr. Kirsh made a motion to approve the minutes as presented, seconded by Mr. Taylor, and unanimously passed 9 – 0.

November 21, 2017 Park Board Meeting

Mr. Kirsh made a motion to approve the minutes as presented, seconded by Ms. Kristunas, and unanimously passed 9 – 0.

Financial Reports

Consolidated Financial Report for October 2017

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for October 2017, seconded by Ms. Franklin.

Mr. Taylor asked about cost recovery. COO Klitzing said he anticipates 84 to 85 percent for the department as a whole. Discussion followed.

Board President Engledow called for the vote and the motion was unanimously passed 9 – 0.

CCPR P&L Statements for November 2017

Ms. Kristunas made a motion to acknowledge receipt of the P&L Statements for November 2017, seconded by Mr. Kirsh, unanimously passed 9 – 0.

Claims

Claim Sheet December 12, 2017

Ms. Kristunas made a motion to approve the Claim Sheet as presented, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

Clay Township Claim Sheet December 12, 2017

Ms. Kristunas made a motion to approve the Clay Township Claim Sheet as presented, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

Monetary Gifts, Grants, Partnerships, and Sponsorships for November 2017 – Audrey Kostrzewa

There was no report.

New Business

Consideration of Tree Removal Services for the Monon Greenway – Michael Klitzing

COO Klitzing advised that the Department continues its ongoing inspection along the Monon and has identified 101 dead and/or hazardous trees between 136th Street and the Meridian Street/US 31 Tunnel. Ping's has offered to perform the necessary work with a 10% winter discount of \$5,631.70. Discussion followed.

Ms. Kristunas made a motion to accept the quote from Ping's Tree Service and authorize the Chief Operating Officer to execute a purchase order in the amount of \$50,685.30 for tree services along the Monon Greenway, seconded by Mr. Kirsh. After a brief discussion, Board President Engledow called for the vote and the motion was unanimously passed 9 – 0.

Consideration of Resolution B-2017-005 for the use of the Special Purchasing Method for the Inlow Park Playground Redevelopment Project Playground Equipment and for the West Park Groves Project Playground Equipment – Michael Klitzing

COO Klitzing provided background on the original plan to purchase playground equipment. In working directly with Kompan, Inc., staff identified and negotiated a 19.9% discount for purchase of playground equipment for Inlow Park and West Park. A lengthy discussion followed.

Mr. Kirsh made a motion to waive the reading of Resolution B-2017-005, seconded by Mr. Plopper, and unanimously passed 9 – 0.

Mr. Kirsh made a motion to approve Resolution B-2017-005 as presented, seconded by Mr. Garretson, and unanimously passed 9 – 0.

Mr. Kirsh made a motion to authorize CCPR Executive Management to take all steps necessary and appropriate to determine and participate in the purchase of substantially discounted products and services through cooperative purchasing organizations, and if Park Board action is necessary to achieve participation, to report back to the Board with recommendations, and seconded by Ms. Kristunas. Discussion followed regarding Mr. Taylor's question related to purchasing alliance requirements. Board President Engledow called for the vote and the motion was unanimously passed 9 – 0.

Old Business

Consideration of Tree Removal Services for the West Park Tree Clearing Project – Michael Klitzing

COO Klitzing said this work was pursued as a service, which was in compliance with state law. The goal was to hire the best vendor to remove the trees with the least amount of damage to the living trees and understory. Two quotes were received, however, one vendor must submit more information prior to a final decision. This is a time sensitive project as the tree clearing should start in January with completion in mid-February. Discussion followed.

Mr. Kirsh made a motion to authorize the Director or Chief Operating Officer and Park Board Attorney to negotiate and enter into a service agreement with the most qualified vendor to perform the desired work for the West Park Tree Clearing Project in an amount not to exceed \$500,000, with a report back to the Board at the next regularly scheduled meeting, and seconded by Mr. Garretson. After a brief discussion, Board President Engledow called for the vote and the motion was unanimously passed 9 – 0.

Consideration of Amendment to Professional Services Agreement with SmithGroupJJR for West Park – The Groves Project – Michael Klitzing

COO Klitzing provided an explanation on the requested increase to the original contract of \$485,000.

Mr. Taylor made a motion to approve the First Amendment of \$80,000 to the Professional Services Agreement with SmithGroupJJR for West Park – The Groves Project and authorize the Director or Chief Operating Officer to execute the same, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

Attorney's Report

Ms. Grisham stated that there were no new tort claims or lawsuits filed since her last report. .

Director's Report

Director Westermeier stated his report was included in the Board packet. He added that a number of years ago, the Department had entered into a contract for gas. After a recent analysis, it was determined that a similar agreement would be beneficial to the Department resulting in some savings.

Staff is working on an LED conversion at the Monon Community Center. The most cost effective conversions will include the lights in aquatics, gymnasium, and parking lot. The payback is anticipated to take about two and a half to three years.

Mr. Taylor asked about delays on the fitness expansion project. Director Westermeier said the flooring delay may be a result of supply and demand due to the recent hurricanes and fires. The bamboo has been shipped from China, but has yet to reach port in Los Angeles where it will go through customs. The contractor is researching alternative vendors for the radiate heating panel.

Mr. Taylor asked about the Monon Lake project. Director Westermeier said that Michael Allen (*Park Maintenance Director*) has been working with them on the trails; however, there has been no follow up with the legal paperwork.

Information Items

Parks Foundation: Ms. Franklin was unable to attend the last meeting as she was out of town.

COO Klitzing said he, along with Dr. Nathan Schaumleffel, a professor at Indiana State, met with the Foundation's Executive Committee and then the larger Foundation Board to direct them toward a more viable organization as far as securing funding. Discussion followed.

Plan Commission: There was no report.

School Board: Ms. Browning stated that winter break begins December 22, 2017. Students will be out of school until January 9th. Teachers return on January 8th for a teacher work day.

Park Board Comments / Discussion

Mr. Garretson spoke about the upcoming annexation of Home Place. A lengthy discussion followed.

Board President Engledow said that the current Park Board will remain intact. He thanked the Board Members for their time and effort in serving the citizens of Carmel and supporting a Gold Medal Department, which is one of the best in the country.

Adjournment

There being no further business, a motion was made by Mr. Kirsh, seconded by Ms. Kristunas, and without objection, Board President Engledow adjourned the meeting at 7:13 p.m.

Approved:



Signature

1-9-18

Date



Signature

1-9-18

Date