COLUMBUS PARKS AND RECREATION
BOARD MEETING
THURSDAY, MARCH 13, 2014
12:00 NOON

AGENDA

12:00N **Call to Order**

12:05 pm **Action Items**

a. Approve minutes
b. Approve park user fees
c. Approve East Football Stadium Site Plan Application
d. Approve Amendment to Salary Ordinance
e. Approve Columbus In Bloom MOU
f. Approve claims and payrolls

12:35 pm **Discussion Items**

g. Golf Course Agreement Update
h. Hamilton Center Project Update
i. Donner Roof Project Update
j. Indianapolis Road People Trail Project
k. EAB Update
l. Credit Card Purchases

12:40 pm **Information Items**

m. Department financial reports
n. Staff reports
o. Director's report

12:55 pm **Board Comments**

1:00 pm **Adjourn**

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Board Meeting Agenda
March 13, 2014

Call to Order

Action Items

a. Approve minutes – Request Park Board approve the minutes for the February 6, 2014 meeting. – Attachment 1
b. Approve park user fees – J. Brinegar will present a list of fees associated with parks and recreation programs and facilities for Park Board to approve per recommendation from the Indiana State Board of Accounts.
c. Approve East Football Stadium Site Plan Application – A request will be made for Park Board to approve the East Football Stadium Site Plan Application. Stadium improvements include areas that are owned by Parks & Recreation and leased to BCSC. If approved, BCSC will submit the site plan to the Planning Commission for approval with BCSC as the applicant and Parks & Recreation as the property owner.
d. Approve Amendment to Salary Ordinance - Staff will present request for approval of a Resolution to Amend the 2014 Salary Ordinance with a job title change for Athletics.
e. Approve Columbus In Bloom MOU – Staff will present an MOU with Columbus In Bloom for Park Board approval.
f. Approve claims and payrolls - Request Park Board approve claims and payroll vouchers as distributed.

Discussion Items

g. Golf Course Agreement update – J. Brinegar will report on 2013 Golf Business.
h. Hamilton Center Project Update – Staff will provide update.
i. Donner Roof Project Update – Staff will provide update.
j. Indianapolis Road People Trail Project – Staff will provide information.
k. EAB Update – Staff will provide update.
l. Credit Card Purchases – Staff will provide information.

Information Items

m. Department financial reports – J. Brinegar will provide an overview of February financial reports to the Park Board.
n. Staff reports
o. Director's report

Board Comments

Adjourn

COLUMBUS PARKS AND RECREATION
BOARD MEETING MINUTES
THURSDAY, FEBRUARY 6, 2014
12:00 NOON

Present: B. Russell, M. Tucker, N.A. Brown and David Jones

Councilman D. Bunch, M. Caldwell, D. Doup, G. Griffin, B. Lauer, R. Lauer, J. Logston, J. McClure, M. Risk, J. Sims, J. Stafford, J. Sargent, J. Brinegar, C. Fry, M. Jones, J. Lemke, C. Ritz, S. Sasse, P. Senn, B. Wagner and C. Brummett

President B. Russell called the February 6, 2014 meeting of Columbus Park Board to order.

Subject: Approve minutes
N.A. Brown made a motion to approve the minutes of the January 9, 2014 Executive Session and Regular Meeting as distributed. D. Jones seconded. Motion approved.

Subject: 2014 Board appointments
B. Russell said there were board assignments that needed to be made for 2014. N.A. Brown recommended that the board appointments remain the same as last year with D. Jones now filling the position that had been held by J. Hartsook on Cemetery Board. M. Tucker seconded. B. Russell said, to clarify, N.A. Brown would remain on the Plan Commission, B. Russell would serve on the FFY Board, D. Jones on the Cemetery Board and M. Tucker on the Columbus Arts Council Board. He said he had a motion and a second. Motion was approved.

Subject: RTP Project Agreement Approval
J. Brinegar requested Park Board approval for RTP Project Agreement with Indiana Dept. of Natural Resources for a grant of $150,000 for extension of the Clifty Park Trail. He displayed a map showing the area involved. He said this project was a result of a grant request made through the park foundation. The trail will be paid for from the grant and a match through the Park Foundation. There will be no money needed from the Parks General Fund for this project. M. Tucker made a motion to accept the grant. D. Jones seconded. Motion carried.

Subject: Approve 2014 Amendment to Agreement with Columbus Softball Association
M. Jones said the 2014 contract with Columbus Softball Association is pretty much the same contract as the past few years. They just made some minor changes/updates. He would like to get Park Board approval of the 2014 Amendment to Agreement with Columbus Softball Association today. D. Jones asked what changes were made. M. Jones said fees per team remained the same. Changes were mainly grammatical and some date changes on when CSA payments are due. M. Tucker made a motion to approve the 2014 Amendment to Agreement with Columbus Softball Association as presented. D. Jones seconded. Motion carried.

Subject: Approve Resolution for Salary Ordinance Amendment
J. Brinegar presented the Resolution for Salary Ordinance Amendment to the Park Board for approval. He noted there were three changes on the ordinance. First is a job title change for Columbus Gymnastic Center Receptionist/Lead Secretary position to Customer Service/Registration Manager. This is a shared position with FFY. While looking at filling this position, both FFY and P&R staff realized there were changes needed to this position. The job pay range does not change just the job title. The other two changes requested are a result of City Council action. A change to the wage range for Director of Business Services and the

Marketing position are included. D. Jones stated that he is not comfortable with the wage range change for the marketing coordinator. He provided additional comments on his position including comparing wages to other marketing positions, concern with City Council action and wondering what other Park Dept. employees felt about such an increase.

Councilman D. Bunch said he wanted to comment from a City Council standpoint. He said Council did not discuss zeroing out the wage for the Director position but they felt things were moving too fast. When they found there was a gray area in the actions taken, they wanted to slow things down to take time to seek an answer. They have asked for an outside authority to give them a firm opinion and have asked that this be done within a 4 week period. They did not think Mr. Wagner should be burdened while working through this. We want things to stay the same until this has been worked out. They do not want to drag it out. D, Jones said he hopes it is over soon. City Council did not talk with Park Board and he feels it is not right. D. Bunch said if Park Board feels that way, they need to let Council know. We want to be sure what is done, is done right. If Park Board is now asking to have this changed, need to let Council know now. M. Tucker said personally she feels we should go ahead with decision made by City Council until this has been figured out. N.A. Brown said the Park Board has a job to do and this is to run the Parks Department. We need to be able to pay our people a decent salary. We have asked Jamie to take this additional salary to run things during this interim time. It is very important for us to continue to operate the park system and to do it well. Also need to get the cooperative position with Foundation for Youth changed. There have been a lot of questions both in the public and private sector about what is going on. It is not our position to question what is going on at this point between the Mayor and Council. Therefore, she thinks we should approve this ordinance as presented so we can move forward and we can run the park system. That is all we are interested in. N.A. Brown said she would personally make a motion to accept the actions of the Council and approve the Resolution for Salary Ordinance Amendment so we can move forward and operate the park system. M. Tucker seconded. Motion carried with D. Jones opposing.

Subject: Personnel Review and Approval

J. Logston said today as a pre-cursor, there are three levels of folks within the Park Dept. to deal with in different approval mechanisms. First is the Park Superintendent/ Park Director appointed by the Mayor and approved by the Park Board, next level are those in administrative positions which by statute are appointed by the Park Board and the last are other employees of the department that are appointed by the Superintendent/ Park Director which also need approval by the Park Board to put them into that roll. Though it has not been a past practice by the Park Board, he thinks this is a step we need to take as we move forward. The Park Board as part of its duties appoints administrative officers including other employees. Need to fill that role moving forward. There have been some discussions regarding what are administrative positions versus other employees and we can undertake the task of identifying those with the Park Board and staff. Park Board will approve administrative officers and all other employees. He thinks anyone being appointed within the Parks Department would be coming to you for approval. He thinks it would be an on-going action item with a list of administrative officers or other employees that have been hired or assigned to Parks Department for your review and approval. That is the background. He said the specific action item for you today is the assignment of Ben Wagner to the Marketing Coordinator position which while statute does not specifically define administrative officers he thinks that is as closely as possible synonymous with exempt employees in the FSLA range. (Someone who has some independent authority) There are some other federal law guidelines. That would be his general approach on whether it is an administrative officer or employee. Lifeguards and other park laborers are important roles within the department but would probably be considered other employees. Whether it is an

administrative officer or an employee, they would have to come to you for approval/appointment. Today, your official action, if you so desire is to appoint Ben to the Marketing Coordinator role within the department. N.A. Brown said so, in summary, you are saying we have to approve Ben moving into the Marketing position. J. Logston said by statute Park Board appoints administrative officers. D. Jones said so this is an approval or denial. N.A. Brown moved to approve the Mayor's action of placing B. Wagner into the Marketing Coordinator position for the Parks Department. M. Tucker seconded. Motion approved. J. Logston recommended, in moving forward, when there are any administrative officers or employees brought on, it should be an action item for Park Board approval. M. Tucker asked if that is something that will be written somewhere or are you just making it up as you go. Can you give us this in writing as we have not been approving? We don't have anything to go by. J. Logston said moving forward this is something that we can work with park staff on regarding new hires. It is a list of employees to be hired and for what role. M. Tucker asked for a document so Park Board could see what is expected. To hear of these changes today when they have not been approving, they would like something to go by. J. Logston said it is not a new rule. It has been in the statute. No matter what board/department, there are rules and regulations that may not have been followed. N.A. Brown said, so you are saying, it is state law the Park Board needs to approve every person hired in the parks department. J. Logston said state statute says specific Park Board duties are to appoint administrative officers and there is another statute that states the Park Superintendent appoints employees subject to Park Board approval. B. Russell asked if that responsibility can be delegated to someone. Would that suffice? J. Logston said if there is a clear delegation that can absolutely be done. B. Russell said he felt it was more important that the Director or someone in management be more involved in the hiring of that administrative position versus our board. Can see where it can be a technicality that it needs to come to us for final approval. It would seem like a good majority of this could be handled by staff that would be more familiar with hiring needs. J. Logston said he could completely agree with that. While the statute discussed appointing, it is not intended that the Park Board be the hiring authority that goes out and accepts applications and interviews. They would be the final sign-off authority. N.A. Brown said in practice, when these positions are filled, we are reported to by the individual department head within the parks department involved with hiring plans and practices for positions such as lifeguards. The Board says fine and move on. You are saying we have to take formal action on that? J. Logston said it can be ratification. It does not have to become a process that is a roadblock. It can be ratification after it occurs. N.A. Brown asked if these instructions are being given to all departments. J. Logston said most others do not have these same statutory requirements. The Park Board with this is different. A majority don't have those specific guidelines or requirements. Hiring is done in the department but does not go to the board. The Park Board has this duty. N.A. Brown asked that when the determination of law was being done by counsel for City Council, could we also have a clarification on this issue for Park Board. Trust but verify. Councilman D. Bunch said they would make that request. Councilman D. Bunch asked J. Logston if we have job descriptions for everyone. He said there was some question about the Director's job description. J. Logston said at the end of the year, departments had been working with Human Resources putting job descriptions together. He is unsure which ones have been finalized and approved. N.A. Brown said, so none are on file at City Hall in the Personnel Office that Park Board can refer to? J. Logston said we are compiling that now. D. Jones said it has not been completed. N.A. Brown said staff does inform Park Board when a position is being filled and provides us with information on the job description. J. Logston said the Personnel Dept. is pulling together the job descriptions so they have them to move forward. N.A. Brown said it would be helpful to have this information.

Subject: Approve printing of 2014/15 Fun Guide

J. Brinegar reported that with the changes going on, we reached out to the printer from last year for a quote for the 2014/15 Fun Guide. The quote was 4% higher than last year. In 2013, The Republic did the entire layout, working closely with staff and as an added benefit sold advertising to further reduce our cost. The total cost including mailing after reductions for advertising was $16,182. The 2 other quotes from 2013 were over $20,000. B. Russell said the issue is that last year we received 3 quotes and this year one. J. Brinegar noted that this year we are under a tight timeline to get this out in early April. We know the Park Board likes us to get 3 quotes. B. Russell said we have been pretty adamant about obtaining 3 quotes but under the circumstances it seems like a 4% increase seems reasonable but he would not like this to become a habit. M. Tucker noted that quotes last year were even higher. D. Jones moved to approve printing the 2014/15 Fun Guide by The Republic as recommended by J. Brinegar. N.A. Brown seconded. Motion carried.

Subject: Approve claims and payrolls
B. Russell asked if there were any comments or questions before consideration of claims/payrolls. D. Jones said in looking through the claims, questioned Walmart expenses listed as supplies. M. Jones said it is probably cleaning supplies. J. Brinegar noted employees make the purchases that are then approved by manager and then J. Brinegar and Crystal check to be sure the expenses are being charged to the right area. M. Jones said sometimes there are so many items, you can't list them all. D. Jones made a motion to approve the claims and payrolls as submitted. M. Tucker seconded. Motion approved.

Subject: Athletic Program 2014
B. Russell said he and N.A. Brown met with staff about 2 weeks ago and there were some questions about the city spending policy and things that the staff was doing. It was brought up to us from a comfort level. We want to continue to operate the department as efficiently as possible. In order to do that there are some questions that were brought up as to "could they" or "should they" and the Board suggested these be brought up at the board meeting to try to answer that because we want to continue to run the department as a Board as efficiently as possible. We know there are some activities that are outside the norm and it is our job as a Board to continue to offer the service that we are known for over the years to the community. We wanted to help alleviate the questions that staff had. N.A. Brown said one example of expenditures made is for North and East students who help evaluate kids for baseball teams and we purchase pizzas for them to do that. If that is part of the program, that is an appropriate expense and we want staff to continue that. If staff has other questions, they can go to Jamie and if there is still a question he can come to the Board. Board does not want to manage the minutia of operating the department. If it is part of doing the job and doing the job smoothly, we want it to continue. If items like buying pizzas conflicts with state law, we can even look at paying for it or even feel others would help.

Subject: Department Financial reports
J. Brinegar reviewed the December financial reports with the Park Board. He noted the Clerk Treasurer was not able to close 2013 until after the January Park Board Meeting. We returned about $249,000 to the General Fund at the end of 2013. Our reserve is now at 2.5 months. In Non-Reverting, we had a great year and staff is doing a great job. At the end of the year, we had almost a 4 month reserve. At The Commons, thanks to Shanda and staff, they were able to return $61,000 to the Commons capital fund. Right now that fund is sitting at $980,000 for capital reserves. In December, we received our final General Fund tax draw. Expenses for 2013 were less than 2012 mainly due to capital expenditures in 2012. He reviewed percentages spent by budget category. He said revenue in the General Fund was lower due to weather which impacted attendance at Donner Aquatic Center.

He reviewed Non-Reverting Fund expenditures and receipts by area.

A summary of Commons expenses were reviewed. He noted they have hired a part time person to hopefully help lower the overtime costs for 2014. They are doing a great job keeping costs down while making it a welcoming facility for the public. Thanks to Shanda, Jillian and Lisa for all their work to rent out the facility.

N.A. Brown said revenue wise, 2013 was a great year. B. Wagner said Jamie gave kudos to everyone else but also, he does a great job tracking everything. As a point of reference, user fees in 2008 (with golf income of about $420,000) were $1.7M. In 2013 it was $1.85M without golf. Great growth.

J. Brinegar then reviewed the financial reports for January 2014 with the Park Board. N.A. Brown asked if the large receipt from BCSC would be something we can get into an earlier quarter. M. Jones said they met with them to talk about improving the payment schedule. J. Brinegar reviewed the percentage spent by area. He noted the weather is hurting us in the Non-Reverting Fund. CGC has been significantly impacted by the weather which has caused the cancellation of several classes. Hamilton Center revenue was about the same as 2012 but M. Jones reminded Jamie that part of the income last January was a grant of about $20,000 so they were actually ahead of last year.

He noted the increased expenditures for The Commons were mainly due to the extra payroll in January. He said we are no longer leasing the lower level during large events downtown but there are still costs related to public use of the facilities during these events. We are not only the community "living room" but also the community "bathroom". Staff is still trying to get a "feel" for all of this.

Rentals for the current restaurants are up to date. He is working with Matt Caldwell on reporting for the leases. B. Russell thanked Jamie for the financial reports and commended staff for 2013 financials for the department.

Subject: Staff reports
J. Brinegar said he wanted to add thanks to our staff for what they have done to keep the trails, and facility sidewalks and parking areas clean. They helped with city streets as needed, have helped the Fire Department clean their drive and kept transit area clear. B. Russell said he noticed Parks staff was in their neighborhood. N.A. Brown said as quickly as possible the sidewalks/trails were cleaned. It is great to have sidewalks clean especially around Donner where everyone walks.

M. Jones said he had early valentines for Park Board, passing out a flyer for "Try hockey for free day".

B. Wagner said the 2013 annual report draft has been submitted to City Hall. The Fun Guide will be mailed out in early April. He said it was an "eye opener" doing the Annual Report.

Subject: Board comments
B. Russell noted that J. Brinegar has submitted a list of what additional responsibilities are entailed for him during this period. The Board requested that this be included in the minutes. B. Russell said we are involved with many organizations; Wellness, etc. and we want you to continue those efforts and want to know you are a catalyst.

M. Tucker said she appreciated the Park Department. No matter what we ask for, they get it done.

N.A. Brown said thanks for all your hard work.

There being no further business, the meeting was adjourned.

Respectfully submitted,

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B. Russell, President
Columbus Park Board

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N.A. Brown, Secretary
Columbus Park Board

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J. Brinegar, Director of Business Services
Parks and Recreation Department

INTRADEPARTMENTAL MEMORANDUM

Parks & Recreation

TO: Brian Russell, President, Park Board President
FROM: Jamie Brinegar, Director of Business Services
RE: Change in pay related to extra duties
DATE: February 6, 2014

Brian:

As a result of being named the temporary day-to-day manager of Parks and Recreation, the following are additional responsibilities that I have taken on:

- Department Personnel Issues – With 52 FT employees, and up to 250 part-time employees, there will be, and are, personnel issues to handle.
- Number of direct reports have increased from 6 to 12.
- Managing/overseeing on-going capital projects, both EDIT Bond related and private funded projects (Hamilton Center Roof and Donner Roof being the largest two).
- Serving as Parks and Recreation representative at several meetings that were formally attended by P&R Director. These consume a great deal of time.

There are several other items that formerly were handled by the Director of Parks & Recreation that I am now handling, but the four items listed above are consuming the most time.

If you have any questions, please let me know.

Thank you.