

**Carmel/Clay Board of Parks and Recreation  
Tuesday, March 10, 2020, 6:00 p.m.  
Monon Community Center**

**Member(s) Present:** Jessica Beer, Jim Engledow, James Garretson, Joshua Kirsh, Jenn Kristunas, Nick Plopper, Linus Rude, Rich Taylor, Lin Zheng

**Member(s) Absent:** None

**Others Present:** Michael Klitzing, Department Director; Kurtis Baumgartner, Department Assistant Director; Sara Clark, Administration & Planning Director; Debra Grisham, Park Board Attorney

**Roll Call, Call to Order & Pledge of Allegiance**

Board President Taylor welcomed everyone to the Park Board Meeting and asked Mr. Engledow to call the roll. After Mr. Engledow stated there was a quorum, Board President Taylor called the meeting to order at 6:01 p.m., followed by the Pledge of Allegiance.

**Agenda Amendment**

Director Klitzing recommended an amendment to the Agenda, adding Item D under new business "Consideration of P-2020-001 regarding COVID-19 Measures." Ms. Kristunas made a motion to add Item D to the Agenda, seconded by Mr. Engledow, and unanimously passed 9 – 0.

**Public Comments**

There were no public comments.

**Staff Reports**

Assistant Director Baumgartner said that staff reports are included in the Board packets. Also included within the packet was the Strategic Implementation Status Report, which is required by CAPRA and tracks CCPR's 2015-2019 Master Plan accomplishments. Other items worth noting include Director Klitzing's presentations in South Carolina and Indiana on trends in parks and recreation and park project news coverage in the Current in Carmel.

Ms. Zheng asked several questions for clarification of information in the Strategic Implementation Status Report. Director Klitzing and Assistant Director Baumgartner explained that it is expected for CCPR to continue investing in Park infrastructure at a similar rate as in previous years. The increased percentage of senior memberships in 2015 was caused by rolling out the Silver Sneakers reimbursement program. A 5% annual senior membership increase is not a goal for the 2020-2024 Master Plan. Regarding the goal requiring 100% cost recovery for ESE, Ms. Zheng asked why the percentage has decreased over the years. Assistant Director Baumgartner explained that it is essential for ESE to operate at cost-neutral. President Taylor stated a reason for the reduced percentage relates to reinvesting in the program; for example, investing some Summer Camp program revenue into the Perelman pavilion. Director Klitzing stated that some degree of variation is to be expected, and explained that the numbers are also affected by the new benefits rolled out for ESE part-time employees. Pricing adjustments are evaluated every other year, taking into account cost recovery percentages and other factors. Ms. Kristunas asked what benefits are offered to

part-time employees. Director Klitzing explains part-time employees can earn paid time off, eligibility for 457(b) retirement program, a discounted MCC membership, and bi-annual pay evaluations, with the potential to earn two pay increases a year. Assistant Director Baumgartner stated the addition of these benefits was based on employee feedback and helped CCPR maintain employees.

Mr. Engledow asked to make a statement regarding a comment made to the Indianapolis Business Journal following an article regarding the Carmel Hotel. A Carmel resident posed the question of whether or not a profit had ever been made at the Monon Community Center. This statement is incorrect, and the referenced report states that the MCC made a profit every year except for the first operating year.

### **Finance Committee**

Ms. Kristunas stated the Finance Committee has not met and the next meeting is July 27, 2020.

### **Minutes**

#### **February 11, 2020 Regular Park Board Meeting**

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

#### **February 19, 2020 Park Board Executive Session**

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

#### **February 19, 2020 Special Park Board Meeting**

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

### **Financial Reports**

#### **Consolidated Financial Report for January 2020**

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report as presented, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

#### **CCPR P&L Statements for February 2020**

At the request of Ms. Kristunas, Assistant Director Baumgartner explained certain expenses from Fund 109. He reminded the Park Board that 2020 has 27 pay periods, and to be mindful that at the date CCPR has paid an additional payroll compared to this date the previous year. Other significant changes include an estimated increase of \$53,000 in general insurance costs due to increase valuation and the MCC contribution of \$111,000 for equipment purchase. Discussion followed.

Ms. Kristunas made a motion to acknowledge receipt of the P&L Statements as presented, seconded by Mr. Kirsch, and unanimously passed 9 – 0.

### **Claims**

#### **Claim Sheet March 10, 2020**

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 March 10, 2020**

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

**CCPR Payroll for February 14, 2020 and February 28, 2020**

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

**Monetary Gifts, Grants, Partnerships, and Sponsorships for February 2020 – Sara Clark**

Ms. Clark said there was nothing to report.

**New Business**

**Central Park – Consideration to Purchase Replacement Cabana Tops at The Waterpark – Kurtis Baumgartner**

Assistant Director Baumgartner recommended the purchase of 14 replacement cabana tops at The Waterpark. The cabanas are a popular rental amenity at The Waterpark and have generated \$333,000 in revenue since being built. Despite regular maintenance following manufacturer guidelines, the cabana fabric is sun-faded and worn. The new tops can only be purchased from the manufacturer, Academy Incorporated, which requires the use of a special purchase method citing compatibility of replacement parts. Academy Incorporated provided a quote of \$27,200.00, which includes a 2-year warranty on seams and a 5-year warranty on the fabric. Assistant Director Baumgartner recommended approval of the quote received and that installation occur before The Waterpark opening day.

Ms. Kristunas asked what color the new cabana tops would be. Assistant Director Baumgartner answered they would be dark blue, the same color as the current cabana tops. Mr. Rude referred to the provided pictures and asked what the build-up on the cabana tops was. Assistant Director Baumgartner answered the build-up was moss, algae or bird droppings, which must be scrubbed to remove. Mr. Rude asked if the application of an algaecide to the fabric during manufacturing could lessen the required routine maintenance. Assistant Director Baumgartner responded that had been considered, Academy is likely unable, but he is researching other options.

Mr. Rude asked if staff remove the cabana tops during the winter. Assistant Director Baumgartner stated that was not possible. Discussion followed. Mr. Rude asked where Academy Inc. was located. Assistant Director Baumgartner said he didn't know, but would find an answer. Discussion followed. President Taylor asked if, with the high demand, CCPR was considering adding additional cabanas for rental. Assistant Director Baumgartner stated that it is a possibility. Discussion followed.

Mr. Kirsch made a motion to authorize the purchase of replacement cabana tops from Academy Inc. for \$27,200.00 using special purchasing provisions permitted by Section 8(1)(e) of the Park Rules as authorized by Indiana Code Sections 5-22-10-8, seconded by Ms. Kristunas, and unanimously passed 9 – 0.

**Central Park – Consideration to Contract Waterpark Slides Restoration – Kurtis Baumgartner**

Assistant Director Baumgartner recommended the restoration of 3 main exterior slides at The Waterpark. Despite maintenance efforts, the current slides are sun damaged and require restoration. Pictures were included in the Park Board packet. Replacement of the slide would be expensive, in the range of \$250,000. Instead, it is recommended to complete a full restoration, which entails cleaning and recoating the interior

and exterior of the slide with a gel coat and repairing any damaged fiberglass. Requests for Quotes were sent to four slide restoration companies in the Carmel area, and Slide Experts provided the low quote at \$74,900.00, which includes all labor, materials, and a 5-year warranty. Assistant Director Baumgartner recommends accepting Slide Experts quote and that work be completed by The Waterpark opening day, Memorial Day weekend.

Mr. Rude asked if CCPR had done business with any of the four bidders previously. Assistant Director Baumgartner does not believe CCPR has worked with these contractors before. To determine potential companies, CCPR reached out to the slide manufacturer to find recommended vendors in the Carmel area. Director Klitzing stated this process had not been done since the installation of the exterior slides. Discussion regarding the condition of interior slides followed. Mr. Taylor asked if the interior slides could be restored in congruence with the exterior slides. Director Klitzing answered those interior slides are closed during certain time periods, and this would fall outside those periods.

Mr. Kirsch made a motion to accept the response from Slide Experts and authorize the Assistant Director of Parks and Recreation to execute a purchase order in the amount of \$74,900.00 to complete The Waterpark Slide Restoration, seconded by Ms. Kristunas, and unanimously passed 9 – 0.

**Consideration of Quotes for Program Guides and Accompanying Postcards – Kurtis Baumgartner**

Assistant Director Baumgartner asked the Park Board to consider quotes for the seasonal program guides and accompany postcards. Program guides are sent three times per year: Summer, Fall, and Winter/Spring. Over the last year, quality control issues mandated pursuing other vendor options, and CCPR requested quotes from printer vendors in the Carmel area. CCPR received quotes from five vendors, with the low quote from EPI Marketing Services in the amount of \$26,200.00 per season, totaling \$78,600.00 for the year. Assistant Director Baumgartner pointed out CCPR has \$90,000.00 currently budgeted for these printing services. Staff reviewed sample products and feel confident in the vendor. Assistant Director Baumgartner recommends acceptance of the EPI Marketing Quote.

Mr. Rude asked where EPI Marketing is located. Assistant Director Baumgartner answered EPI is located in Indianapolis. President Taylor asked Ms. Grisham what the statutory requirement is for procuring services in this amount. Ms. Grisham replied the statutory requirement for the purchasing of services in this amount is the same as the state law, meaning CCPR can go directly to the vendor of choice. While the statute does not require it, CCPR's standard practice is to send requests to multiple vendors for a competitive quote.

Mr. Garretson asked about cancellation terms of the contract. It was answered the contract could be canceled after the first year, or during any successive contract renewal period. Postage is not included in the quote, due to the ever-changing cost of postage. Director Klitzing stated CCPR has considered phasing out the paper program guides, but based on public input, the paper program guide is preferred and most effective. Discussion followed.

Mr. Garretson made a motion to accept the quote from EPI Marketing Services in the amount of \$78,600.00 for Summer 2020, Fall 2020 and Winter/Spring 2021 Program Guides and accompanying postcards no including postage, the actual sum of which CCPR will pay, and authorize the CCPR Director or Assistant Director to enter into and execute a Printing Services Agreement for an initial one (1) year term with successive automatic one (1) year extension terms and an annual escalation clause consistent with Indiana law, seconded by Dr. Beer, and unanimously passed 9 – 0.

Mr. Garretson made a motion to authorize the CCPR Director or the Assistant Director to execute any annual amendment to Printing Services Agreement that increases the annual sum by an amount not to exceed their positions' current purchasing authority, seconded by Dr. Beer, and unanimously passed 9 – 0.

**Conflict of Interest Disclosure – Debra Grisham**

Ms. Grisham, Park Board Attorney, advised the Board that anyone with an interest involved in a contract approved by the Park Board and who is an elected official, must disclose information about any potential conflicts of interest. Matt Snyder is a Township Board Member, lives in the Clay Township and works for DB Engineering Inc. Mr. Snyder provides a Conflict of Interest Disclosure on an annual basis and asks the Park Board to accept the provided COI Disclosure, which has already been accepted by the Township.

Mr. Engledow made a motion to accept the Annual Conflict of Interest Disclosure Statement submitted by Matthew J. Snyder as presented, seconded by Ms. Kristunas, and unanimously passed 9 – 0.

**Consideration of Resolution P-2020-001 Regarding COVID-19 Measures – Michael Klitzing**

Director Klitzing reviewed the current status of events surrounding the coronavirus. As an employer, CCPR must take all necessary measures to protect its employees. CCPR is following all CDC guidelines and moving forward with an abundance of caution in accordance with state law and local units of government. The Park Board Attorney believes some of these actions will require Park Board approval. However, with the constantly changing situation and the current regular schedule of monthly Park Board meetings, this may hamper decision-making abilities and make it necessary to establish a succession of decision-makers. Director Klitzing recommended approval of Resolution P-2020-001 authorizing the Finance Committee to act on Director Klitzing's recommendations on behalf of the Park Board. In the alternative, should the situation become more severe and the Finance Committee cannot meet, to authorize the Park Board President and Director to make those decisions on behalf of the Park Board. The Park Board Attorney will also provide her recommendations. In the event President Taylor and Director Klitzing are unavailable, the power reverts to Nick Plopper as Park Board Vice President and Kurtis Baumgartner as CCPR Assistant Director. In the event Deb is unavailable as Park Board Attorney, CCPR would hire outside legal counsel approved by the Park Board.

President Taylor advised that this is in line with the actions being taken by the City. Mr. Garretson asked if the intended decision-making ability included closure of the Monon Community Center. Director Klitzing explained that decision-making ability lies with the CDC and the county health department. If the MCC is closed, the Park Board will be kept apprised of the developing situation. Discussion followed. Director Klitzing stated that the City of Carmel, Clay Township, and the rest of Hamilton County are striving to work together through this and keep the response consistent. Mr. Garretson thanked Director Klitzing for the updates he sends as new information is learned.

President Taylor asked whether 48-hour notice requirement still applies in this situation. Ms. Grisham stated that the Park Board or President could call an emergency meeting based on the health and welfare of the public, and meet without the 48-hour notice. The same notice provided to Park Board members must be provided to any newspaper or other news media who has asked for notices to be given to them. Director Klitzing explained the purpose of the resolution is to provide a decision-making mechanism and process that needs to be followed. He expressed the importance of the Park Board being involved in these decisions, through the Finance Committee, in those decisions related to their fiduciary duty. Mr. Plopper

asked whether the term “unavailable” is being interpreted very broadly. Ms. Grisham answered all efforts would be made to give 48-hour notice and ensure that the three required members of the Finance Committee meet, which includes President Taylor and Director Klitzing as ex officio members by virtue of their positions. Discussion followed.

Ms. Kristunas made a motion to waive the reading of Resolution P-2020-001, seconded by Mr. Engledow, and unanimously passed 9 – 0.

Ms. Kristunas made a motion to approve Resolution P-2020-001, seconded by Mr. Kirsch, and unanimously passed 9 – 0.

### **Old Business**

#### **Central Park Trailhead & West Receiving Project Updates – Michael Klitzing**

##### **Authorize Second Amendment to the Professional Services Agreement with The Schneider Corporation**

Director Klitzing said that due to permitting delays, the length of this project has been longer than estimated. Schneider continues to provide project oversight services and have expended their funds for the oversight and requested an Amendment to the Agreement of \$6,000.00. This request increases its total services fee to \$91,426.75. Director Klitzing recommended approving the Second Amendment.

Mr. Engledow made a motion to authorize the Park Board Attorney to prepare and the Director to execute an Amendment to the Professional Services Agreement with The Schneider Corporation for the Central Park Trailhead & West Receiving Project to increase the Services Fee by \$6,000.00 for a total sum of \$91,426.75 and otherwise confirm and ratify said Agreement, seconded by Ms. Kristunas, and unanimously passed 9 – 0.

Project update: Director Klitzing stated the project was progressing and substantial is expected by the end of March, depending on favorable dry weather conditions for pouring concrete.

#### **West Park – The Core Project Updates – Michael Klitzing**

Director Klitzing stated that no action is required from the Park Board tonight, and there will be more information available after an upcoming meeting with SmithGroup. The geotechnical report showed poor soil conditions and recommended surcharging the site to compress the soil. These reports made the previously discussed project timeline impossible. Construction is now expected to begin in August 2020 and end by June 2021.

#### **Carey Grove Park Improvements Updates – Michael Klitzing**

Director Klitzing explained the wooden play structure featured in the Park Board approved schematic design was ultimately more costly than expected. It was also determined specific improvements would occur during the first phase, and which could eventually be added easily in the future. In addition to these changes, the City of Carmel mandated the addition of a stormwater retention area in the southern grassy area. Director Klitzing showed visual representations of the play structure area and gave an overview to the Park Board. Construction is anticipated to begin in a couple of months.

President Taylor stated he was aware of a few Marion County projects that had zero bid respondents. He drew awareness that there might be additional value engineering needed to meet the budget. Director Klitzing acknowledged the uncertainty of the current bidding environment and added that the purpose of getting this project to bid this spring is to avoid that uncertainty if possible.

Mr. Garretson asked if the Carey Grove project was Township led. Director Klitzing confirmed and stated the agreement is set up so that the Park Board approved the schematic designs and the project moves forward following those designs. However, if a significant change is required, then further Park Board or Park Board designee action will be needed. Mr. Garretson asked regarding the longevity of wood versus metal playground equipment. Director Klitzing stated the typical life cycle is around 15-20 for playground equipment, regardless of their material. CCPR has found that equipment with metal and/or plastic components generally lasts closer to 20 years, while wood equipment lasts closer to 15 years.

#### **Attorney's Report**

Ms. Grisham stated there isn't much to report. Currently, her focus is getting the Township projects ready to bid.

#### **Director's Report**

Director Klitzing stated his report was previously emailed to the Park Board Members as part of the Park Board packet.

Director Klitzing reported that paper copies of the 2019 Annual Report were available for the public at the MCC, and will also be available at Carmel City Hall and Township offices. A digital copy is available at [carmelclayparks.com](http://carmelclayparks.com). Brian Bosma, CCPR outside counsel, recently provided a memorandum regarding future park funding sources. Once the Central Park Bond is paid off in 2026, that local income tax will no longer be a funding source available to CCPR. As such, CCPR is looking at options to replace the \$2-3 Million of income that will be lost in order to fund capital repairs and replacements. Director Klitzing stated he would send the funding sources memo to the Park Board at a future date for use in conversations with elected officials. As CCPR moves forward, examination and revision of the current Interlocal Agreement will be necessary. Under the current Interlocal Agreement, the local income tax attributed to the Central Park bond expires, and Clay Township no longer is fiscal responsibility for the park system. However, as shown by the Clay Township support of the Impact Program and Reimagining Parks project, the Township is keen on remaining a key supporter of CCPR.

Director Klitzing further stated that included in the report is further information on meetings with Conner Prairie regarding the river ecology center and funding strategies. There have also been discussions with Martin Marietta, who is asking for a 2-3 year temporary easement across the top of Hazel Landing Park to install a pipe to drain the quarry across from the park. After this reclamation process, Martin Marietta intends to donate the quarry to the City, and it will fall under CCPR's management. Also, discussions with the Carmel Public Library have occurred regarding a potential partnership to assist with program locations during its two-year expansion project.

Assistant Director Baumgartner reviewed CCPR's additional COVID-19 measures including a reprieve in disciplinary action against employees for calling in sick, educating employees on CDC recommended hygiene measures, increase cleaning and disinfecting in high traffic areas like restroom facilities.

#### **Information Items**

**School Board:** Ms. Zheng said the School Board continues to monitor the COVID-19 situation and sent two communications to the community. A third communication is being prepared to address community concerns, in addition to launching a website to include more updated information.

**Parks Foundation:** Mr. Rude said there are no meetings scheduled.

**Park Board Comments / Discussion**

Mr. Engledow thanked Director Klitzing and his team for the Annual Report, including Assistant Director Baumgartner and the marketing department. He asked if 2021 will have 25 pay periods because 2020 has 27. Director Klitzing answered that was unfortunately not the case.

Mr. Rude asked regarding the two flooring projects mentioned in the Director's Report, noting the status of products and shipping. Director Klitzing answered the flooring for Wilfong Pavilion was ordered and received before COVID-19, but when the product was later ordered for the MCC, manufacturing delays in China caused a backorder. The decision regarding synthetic turf at Midtown Plaza has not been made.

Dr. Beer asked regarding the distribution of the 2019 Annual Report. Director Klitzing answered the Annual Report is not sent to every household, but printed copies are kept at MCC, City Hall, and Township offices for the public. All CCPR Annual Reports are also available under the Publications section on the website and release regarding availability on social media.

Mr. Rude commented that he enjoys hearing the NPR ad during his drive to work in the morning. Thousands of people must be hearing the advertisement along with him.

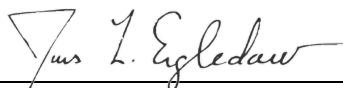
President Taylor commented that he did not see 100% cost recovery mentioned in the Annual Report. He suggested those numbers might be considered for inclusion as an essential educational piece for the public. Director Klitzing agreed and stated those numbers are included in the Master Plan annual summary.

**Adjournment**

There being no further business, Mr. Rude made a motion to adjourn the meeting, seconded by Ms. Kristunas, and unanimously passed 9 – 0. Board President Taylor adjourned the meeting at 7:43 p.m.

**Approved,**

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Signature

  
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Signature

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Date

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May 12, 2020

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Date



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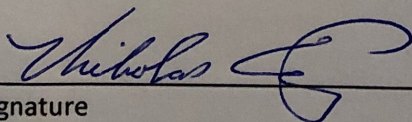
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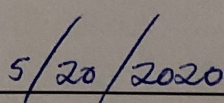
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