

**Carmel/Clay Board of Parks and Recreation
Tuesday, May 12, 2020, 6:00 p.m.
Remote Meeting**

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 6:02 p.m. Since a flag was unavailable, the Pledge of Allegiance was not recited.

Public Comments

There were no public comments.

Staff Reports

Assistant Director Baumgartner said that staff reports are included in the Board packets. Most of the media coverage regarding CCPR was related to COVID-19. Mr. Engledow asked how long it takes staff to compile the reports included in the packet. Mr. Baumgartner replied it takes a couple of hours to prepare.

Finance Committee

Ms. Kristunas stated the Finance Committee has not met.

Minutes

March 10, 2020 Regular Park Board Meeting

Mr. Engledow made a motion to approve the minutes as presented, seconded by Mr. Garretson, with Mr. Engledow administering the vote by roll call, and unanimously passed 9 – 0.

April 15, 2020 Special Park Board Meeting

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

Financial Reports

Consolidated Financial Report for February and March 2020

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report as presented, seconded by Dr. Beer, with Mr. Engledow administering the vote by roll call, and unanimously passed 9 – 0.

CCPR P&L Statements for March and April 2020

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Mr. Engledow asked if there were any worrisome items on the P&L Statements at this point in the year. Director Klitzing stated ramifications of the COVID-19 related closures in May will begin to show. He said the numbers show CCPR closed down at the correct time and took the right actions to save its reserves. Assistant Director Baumgartner stated there were significant modifications made to the Summer Camp Series programs, and CCPR will be issuing about \$600,000 in refunds. He further warned that Extended School Enrichment might be affected as well, depending on the CDC regulations when school begins again. Assistant Baumgartner stated that MCC revenue should not resume until the mid-to-end of June because most memberships were deferred until reopening.

Assistant Director Baumgartner also noted that certain regular maintenance projects were completed ahead of time, to take advantage of the MCC closure. He stated that once operations resume, CCPR will be in good shape.

Ms. Kristunas made a motion to acknowledge receipt of the P&L Statements as presented, seconded by Dr. Beer, with Mr. Engledow administering the vote by roll call, and unanimously passed 9 – 0.

Claims

Claim Sheet April 14, 2020 and May 12, 2020

Mr. Engledow asked if the refunds on the Claim Sheets were related to COVID-19. Assistant Director Baumgartner stated the Claim Sheets are reflecting refunds for canceled recreational programs. Director Klitzing further noted that the first refunds issued were for recreational programs, then credits for ESE unless the child will not be ESE age next year or a refund was requested, the next round will be the Summer Camp Series refunds.

Ms. Kristunas made a motion to approve the Claim Sheets as presented, seconded by Mr. Rude, with Mr. Engledow administering the vote by roll call, unanimously passed 9 – 0.

Clay Township Claim Sheet April 14, 2020 and May 12, 2020

Ms. Kristunas made a motion to ratify the Clay Township Claim Sheet dated April 14, 2020 and approve the Clay Township Claim Sheet dated May 12, 2020 as presented, seconded by Dr. Beer, with Mr. Engledow administering the vote by roll call, and unanimously passed 9 – 0.

CCPR Payroll for March 13, 2020, March 27, 2020, April 10, 2020 and April 24, 2020

Ms. Kristunas made a motion to approve payroll wages and liabilities as presented, seconded by Mr. Rude, with Mr. Engledow administering the vote by roll call, and unanimously passed 9 – 0.

Monetary Gifts, Grants, Partnerships, and Sponsorships for March 2020 and April 2020 – Sara Clark

Ms. Clark said there was nothing to report.

New Business

Central Park – Consideration of Proposals for Tree Trimming and Removal Services at West Park – Kurtis Baumgartner

Assistant Director Baumgartner recommended the removal and trimming of dead and declining trees that pose a hazard to those walking trails within the north woods at The Core of West Park. Approximately 102 trees were identified for removal or trimming, most of which are dead ash trees. The tree trimming and removal will not begin until West Park The Core construction starts in mid-August. Because the anticipated cost exceeded \$25,000.00, CCPR requested proposals from three qualified tree service contractors with

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experience in Carmel: 1) Angel Oak Tree Care \$50,960.00; 2) Xanderbuilt Tree Care \$32,000.00; and 3) SavATree \$47,284.65. Staff reviewed all proposals, and while Xanderbuilt Tree Care provided the lowest priced option, they are not willing or able to carry proper insurance per CCPR requirements. Therefore, SavATree is the lowest responsive and responsible option, and staff recommends acceptance of its proposal and award of a contract in the total amount of \$47,284.65.

Mr. Garretson asked regarding the previous approval of a significant tree removal proposal. Assistant Director Baumgartner explained the prior removal at West Park focused on tree in The Groves, not The Core. Director Klitzing shared an aerial view of West Park to illustrate the trees included in each of the proposals. Assistant Director Baumgartner stated there would only be nine trees removed to the stump, and the remaining forty-three would be trimmed at varying degrees. Discussion followed.

Mr. Rude asked when the work would start. Assistant Director Baumgartner replied work would begin in congruence with the Clay Township Impact Program project in the fall of 2020. Discussion followed regarding timing projects during planned park closures.

Mr. Engledow made a motion to accept the proposal from, and award and contract in the amount of \$47,284.75 to SavATree for the tree trimming and dead tree removal services in West Park as presented, seconded by Ms. Kristunas, with Mr. Engledow administering the vote by roll call, and unanimously passed 9 – 0.

Central Park – Consideration of Proposals for Demolition at 11299 Hazel Dell Parkway – Kurtis Baumgartner

Assistant Director Baumgartner recapped the history of the acquisition of 11299 Hazel Dell Parkway, with the intent of creating a trailhead for the White River Greenway. There is currently a home on site that has no future value to CCPR and won't contribute to future development. The proposal consists of demolishing the house and preparing the site for a fall prairie planting, which will be conducted separately from this project. While this demolition is not considered a Public Work, Assistant Director Baumgartner explained the Department approached it as such and sent Invitations to Quote to seven contractors with demolition experience in the Carmel area. A public quote opening was held on March 13, 2020, and Casey-Bertram was the only responding bidder at \$38,500.00. Upon review of the Casey-Bertram quote with President Taylor, who has experience in the construction industry, it was noted that the quote seemed high. Since the demolition is considered a service, the Department went out on the open market to acquire additional quotes. CCPR received two additional quotes from 1) Denney Excavating \$27,658.00; and 2) Renascent \$28,795.00. After reviewing the additional quotes, it was determined that Denney Excavating's quote did not include all the required specifications. Assistant Director Baumgartner asked them to provide an updated quote that followed specifications, but none was received. Renascent's quote, which followed all the necessary specifications, was the lowest responsive and responsible. Staff recommends accepting Renascent's quote and awarding a contract in the amount of \$28,795.00.

Mr. Garretson commented that CCPR saved \$10,000.00 and thanked Mr. Taylor. Mr. Engledow asked if there were environmental concerns with the building. Assistant Director Baumgartner replied that the contractor would perform asbestos testing, but there are no suspected environmental issues. Discussion followed. Mr. Rude asked where Renascent is located. Assistant Director Baumgartner responded Renascent is located in Indianapolis and will not be subcontracting the work. President Taylor informed Mr. Rude that Renascent is an expert in the demolition field. Discussion followed.

Mr. Plopper made a motion to accept the quote from Renascent and award a contract to Renascent in the amount of \$28,795.00 for demolition services as presented; and to authorize the Park Department Director or Assistant Director to execute a demolition contract with Renascent and take all steps necessary and appropriate to facilitate the Project, including approval of change orders not to exceed twenty percent (20%) of the Contract Price, with a report to, and ratification from, the Board, seconded by Mr. Garretson, with Mr. Engledow administering the vote by roll call, and unanimously passed 9 – 0.

Old Business

Central Park Trailhead & West Receiving Project Updates – Michael Klitzing

Director Klitzing stated there is no action for the Park Board to take at this time. The project is nearing wrap up. Turf in front of the restroom facility was installed, and the decorative concrete fence placed. Slip-resistant epoxy flooring still needs to be done, but the main building fixtures have already been installed. The project should wrap up by Memorial Day, the beginning of Waterpark season.

Flowing Well – The Core Project Updates – Michael Klitzing

Director Klitzing stated the project contract was awarded to Scenic Construction, who has done work for the Department before. The bid came in roughly \$400,000 below budget, and any remaining money will be spent in Flowing Well. All add alternates in the bid were accepted. Add-ons being considered to spend the extra funding include installation of roll-down gates on the well house, replacement of bridge deck boards, invasive mitigation, and installation of new people counters in congruence with the fiber optic project. The park is closed and minor demolition work is underway, but no major work can occur until permitting is completed. Anticipated reopening of the park should occur in fall 2020.

Carey Grove Park Improvements Updates – Michael Klitzing

Director Klitzing stated CCPR received eight bids, three of which came in under budget for the base bid. The add alternate that will be included is the second shelter. The fitness equipment along the trail will not be included, but most other aspects will be. Tree removal has occurred. Gilliatte was the lowest bidder, and Clay Township is in the process of finalizing the contract. A project kickoff meeting is scheduled for May 18, 2020, and work will begin once permitting is finished.

West Park The Core Improvements Updates – Michael Klitzing

Director Klitzing reported that plans are in the final stages of preparation, and more updates will be provided soon.

Meadowlark Park Improvements Updates – Michael Klitzing

Director Klitzing reported that plans are in the final stages of preparation, and more updates will be provided soon.

Roundabouts at Westfield and Central Park – Michael Klitzing

Director Klitzing reported that the pre-bid meeting is set for May 12, 2020. Mr. Garretson asked regarding access during the shutdown of intersections. Director Klitzing explained that a temporary access drive will be installed. Discussion followed.

Attorney's Report

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Ms. Grisham stated there isn't much to report, except discussions have occurred regarding the acquisition of property.

Director's Report

Director Klitzing stated there would be no written report, and his verbal report would focus on the Reigniting Parks Plan for reopening. Parks and playgrounds are currently closed, and some highly used play structures are fenced off. Director Klitzing highlighted the impact so far of COVID-19 on CCPR: 1) 471 employees furloughed; 2) \$24,467 unbudgeted COVID-19 expenses; 3) \$797,834 lost income for April; 4) \$1.45 million projected lost income for June if the MCC remains closed. Some unbudgeted expenses may be reimbursed as part of CCPR's application for the FEMA Public Assistance Grant.

Director Klitzing shared the reopening plan as it currently stands, using the infographic CCPR created. He stated that Summer Camps are planning to open June 1st, but plans are still evolving based on the CDC guidelines. The camps will be very different in order to comply with CDC recommendations regarding social distancing and camp size. The typical camps have been reorganized into CampFIRE (which stands for Fun, Innovation, Responsibility and Education). The focus will be on outside activities in camp groups of thirty kids. Each group of campers and staff will remain independent and separate from the others. There will also be no field trips during summer camp this year.

Mr. Garretson asked regarding the testing of staff. Director Klitzing stated that all staff would be tested before working with children, and staff that has already been tested are in the process of retesting. Staff working with children will be required to submit to reoccurring testing. Children will not be required to be tested, but medical checks and protocols will be followed. President Taylor asked if CCPR employees will be receiving the antibody testing. Director Klitzing stated CCPR testing is contracted under the City, and the City is working on including antibody testing. President Taylor shared news from Ohio regarding medical tracking of COVID-19 back to January and encouraged CCPR to consider antibody testing. Discussion followed. Mr. Garretson asked if CCPR planned to purchase thermometers. Director Klitzing answered that many had been ordered, with some already received.

Resources used to create the plan were the CDC, Indiana State Department Health, Federal Reopening America Plan, NRPA, IPRA, American Camp Association, and the After School Alliance. Also, a panel of three medical doctors reviewed the plan including Dr. Tracey Ikerd of Ascension St. Vincent, an infectious disease specialist, Dr. Michael Kaufmann of Ascension St. Vincent, the medical doctor of record for Carmel Fire Department, Indiana's EMT medical doctor and who works closely with the Indiana Department of Homeland Security, and Dr. Tim Hannon, a member of City Council. All of the medical doctors approved of the plan and stated CCPR's approach was thorough and adequate to protect Carmel citizens. The Hamilton County Health Department also reviewed and approved the plan.

Mr. Garretson asked who would be responsible for cleaning fitness equipment in the fitness center. Director Klitzing stated that members would be responsible for some cleaning, and staff will do a deep cleaning and disinfectant fogging each afternoon and nightly. Mr. Garretson asked if members will be tested. Director Klitzing answered that CCPR could not require members to be tested or take their temperature to access the MCC. He outlined some of the precautions and measures being taken, including spreading out fitness equipment, providing handwashing stations and propping doors open when able.

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Ms. Zheng asked if an increase in staff would be required, and how staff in higher-risk categories are being recalled. Director Klitzing stated that all employees would be recalled in a phased manner, but those in the high-risk groups can choose to remain on furlough. Mr. Garretson asked regarding how many furloughed employees receive unemployment benefits. Director Klitzing answered that information was not available. Discussion followed. Dr. Beer asked if MCC membership will be automatically reinstated. Director Klitzing answered that members could choose to continue their account suspension or reactivate it. Discussion followed.

Ms. Kristunas asked if CCPR was planning on opening the showers. She referred to other fitness centers opening, but without showers. Assistant Director Baumgartner stated he would look for CDC recommendations regarding showers. Mr. Garretson congratulated the team on a job well done. Mr. Rude also commended staff on the detail and research put into assembling the reopening plan.

Information Items

Plan Commission: Mr. Kirsh stated the Plan Commission is working through the last corner of Jackson’s Grand. He further noted that any member of the Board who desires more information should call him. A plan for 136th and Keystone is coming up for approval for the third time. This plan, by a different developer than Old Town, is less appealing than any of the other plans. Old Town gave up their option and are letting someone else step in. These are two contentious items that Carmel residents might bring up.

School Board: Ms. Zheng said the School Board is considering a change to the school day. The School Board will vote on the plan. Elementary schools will move to come to school earlier at 8:00 a.m., with secondary schools to run from 8:45 a.m.-3:45 p.m. Before school daycare for middle school students may be something CCPR can consider providing.

Parks Foundation: Mr. Rude said there had been no meeting held and none are scheduled.

Park Board Comments / Discussion

Mr. Kirsh stated that all detour plans for the Township roundabout projects are being carefully considered.

Ms. Kristunas stated that Mr. Kirsh is available to assist Ms. Clark with monetary gifts.

Adjournment

There being no further business, Mr. Rude made a motion to adjourn the meeting, seconded by Mr. Engledow, with Mr. Engledow administering the vote by roll call, and unanimously passed 9 – 0. Board President Taylor adjourned the meeting at 7:46 p.m.

Approved,

DocuSigned by:
Nicholas E. Plopper
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Signature

6/10/2020

Date

DocuSigned by:
James L. Engledow
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Signature

6/12/2020

Date