

**Carmel/Clay Board of Parks and Recreation**  
**Tuesday, July 14, 2020, 6:00 p.m.**  
**Remote Meeting**

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

**Member(s) Absent:** Jessica Beer, Jim Engledow

**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 Ms. Kristunas to call the roll. After Ms. Kristunas took the roll and stated there was a quorum, Board President Taylor called the meeting to order at 6:05 p.m. *(Since a flag was unavailable, the Pledge of Allegiance was not recited.)*

**Public Comments**

Proposed Pirate Cat Memorial

Ms. Amanda Cancilla, owner of Pirate Cat, presented a proposal for the memorial statue of Pirate Cat on the Monon. *(Information provided in Board packets, including 191 emails received to date.)*

**Staff Reports**

Assistant Director Baumgartner said that staff reports were included in the Board packets. The number of furloughed staff is now less than 100. The Department is somewhat fully operational at the MCC, except for KidZone, which is closed. We plan to allow a higher capacity at The Waterpark when Indiana moves to Stage 5.

**Finance Committee**

- a. Directors' Emergency Purchasing Authority  
Ms. Kristunas said this would be discussed later in the meeting.
- b. Scheduled for July 27, 2020 at 6:00 p.m., location TBD  
Assistant Director Baumgartner stated the Finance Committee will meet on July 27, 2020 at 6 p.m. to discuss the 2021 budget.

**Minutes**

**June 9, 2020 Park Board Meeting**

Ms. Kristunas made a motion to approve the minutes as presented, seconded by Mr. Rude.  
Ms. Kristunas administered the vote by roll call, and the motion was unanimously passed 7 – 0.

**Financial Reports**

**Consolidated Financial Report for May 2020**

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report as presented, seconded by Mr. Kirsh. Mr. Garretson asked for clarification on the amount of money in the reserves. Director Klitzing explained the different funds and how each is managed. Ms. Kristunas administered the vote by roll call, and the motion was unanimously passed 7 – 0.

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**CCPR P&L Statements for June 2020**

Ms. Kristunas made a motion to acknowledge receipt of the P&L Statements as presented, seconded by Mr. Rude. Information followed regarding refunds and the ESE program this fall. Ms. Kristunas administered the vote by roll call, and the motion was unanimously passed 7 – 0.

**Claims**

**Claim Sheet July 14, 2020**

Ms. Kristunas made a motion to approve the Claim Sheet as presented, seconded by Mr. Garretson. Ms. Kristunas administered the vote by roll call, and the motion was unanimously passed 7 – 0.

**Clay Township Claim Sheet July 14, 2020**

Ms. Kristunas made a motion to approve the Clay Township Claim Sheet as presented, seconded by Mr. Kirsh. Ms. Kristunas administered the vote by roll call, and the motion was unanimously passed 7 – 0.

**CCPR Payroll for June 5, 2020, June 19, 2020, and July 3, 2020**

Ms. Kristunas made a motion to approve payroll wages and liabilities as presented, seconded by Mr. Kirsh. Ms. Kristunas administered the vote by roll call, and the motion was unanimously passed 7 – 0.

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

Ms. Clark said there was nothing to report.

**New Business**

**Consideration to convert the water source serving Central Park Westermeier Commons from well water to Carmel Utilities-supplied water – Kurtis Baumgartner**

Assistant Director Baumgartner explained the benefits from changing from well water to Carmel Utilities. The Department did not anticipate the high costs for increased maintenance due to well water. The well will be capped. Mr. Rude said he fully endorsed the use of poly water pipe based on his professional expertise. Discussion followed.

Mr. Garretson made a motion to accept the quote from Dorsey Excavating, Inc. and award a contract to Dorsey Excavating, Inc. in the amount not to exceed one-hundred twenty-seven thousand two hundred and fifty dollars (\$127,250) for conversion of Central Park Westermeier Commons from well water service to City Water service provided by Carmel Utilities, seconded by Mr. Rude. Ms. Kristunas administered the vote by roll call, and the motion was unanimously passed 7 – 0.

Mr. Garretson made a motion to authorize the Park Department Director or Assistant Director to execute a contract with Dorsey Excavating Inc. and take all steps necessary and appropriate to facilitate the Project, including approval of change orders not to exceed the lesser of their purchasing authority or twenty percent (20%) of the Contract Price with a report to and ratification from the Board, seconded by Ms. Kristunas. Ms. Kristunas administered the vote by roll call, and the motion was unanimously passed 7 – 0.

**Consideration of Bids for the Monon Community Center Roundabout and Entrance Construction – Michael Klitzing**

Director Klitzing presented information related to the bids for this project. Discussion followed.

Mr. Garretson made a motion to accept the bid from, and award a contract to Reith-Riley Construction Co., Inc. in the amount of \$918,924.67 for the Monon Community Center Roundabout and Entrance Construction Project and authorize the Director of Parks and Recreation to sign a contract with the Bidder prepared and reviewed by the Township’s Attorney, seconded by Mr. Kirsh. Ms. Kristunas administered the vote by roll call, and the motion was unanimously passed 7 – 0.

Mr. Plopper made a motion to delegate to the Director and the Assistant Director the authority to determine, in conjunction with the Architect/Engineer, 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 Reith-Riley Construction Co., Inc. and to approve each such change order up to an amount to not 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, seconded by Ms. Kristunas. Ms. Kristunas administered the vote by roll call, and the motion was unanimously passed 7 – 0.

**Consideration of Amendment to the Park Board Purchasing Rules – Michael Klitzing**

Director Klitzing provided information based on discussions at the last Park Board Meeting and the recent Finance Committee Meeting related to amending the Purchasing Rules to address emergencies. *(Specific recommendations outlined in the Park Board packet.)* Ms. Kristunas spoke about protections in place for the Director, Assistant Director, and Park Board. Discussion followed regarding the ratification process including transparency about the specific emergency.

Ms. Kristunas made a motion to approve the amendment of the Park Board’s Purchasing Rules as presented, seconded by Ms. Zheng. Ms. Kristunas administered the vote by roll call, and the motion was unanimously passed 7 – 0.

**Old Business**

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

Director Klitzing said there was no action required by the Park Board at this time.

**Clay Township Impact Program Updates – Michael Klitzing**

**Consideration of the Mutual Termination of the Design Agreements by and between Clay Township and The Schneider Corporation and Clay Township’s determination to contract with Weihe Engineers for such architectural services**

Director Klitzing requested that the Park Board approve contractual changes related to the architectural design team for Carey Grove, Inlow, Meadowlark, and River Heritage Improvement Projects. The original contract with The Schneider Corporation specified Michael Krosschell as the lead designer for these projects. The Department has a tremendous working relationship with Mr. Krosschell. The Schneider Corporation has eliminated their landscape architecture section, which included Mr. Krosschell and his area of expertise. Recently, Mr. Krosschell was hired by Weihe. Both the *(Clay)* Township and the Department desire to continue these projects with Mr. Krosschell and thus, enter into a contractual agreement with Weihe. Discussion followed.

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Mr. Garretson made a motion to approve the mutual termination of the four (4) AIA Document B101-2017 Standard Form of Agreements between Owner and Architect dated June 1, 2019 by and between Clay Township of Hamilton County, Indiana and The Schneider Corporation regarding design, bid, and construction administration of each of the following Community Impact Program projects: Carey Grove Park Improvements, Inlow Park Improvements, Meadowlark Park Improvements, and River Heritage Park Improvements, as presented and authorize President Rich Taylor or Vice President Nicholas Plopper to sign it, seconded by Ms. Kristunas. Ms. Kristunas administered the vote by roll call, and the motion was unanimously passed 7 – 0.

Ms. Zheng made a motion to approve Clay Township’s decision to enter into an AIA Document B101-2017 Standard Form of Agreement between Owner and Architect with Weihe Engineers, Inc. regarding the unfinished project responsibilities for construction administration of the Carey Grove Improvements Project and the Meadowlark Park Improvements Project, seconded by Ms. Kristunas. (*Motion 2*)

Mr. Plopper made a motion to approve Clay Township’s decision to enter into an AIA Document B101-2017 Standard Form of Agreement between Owner and Architect with Weihe Engineers, Inc. for the design, bid support and construction administration of the Inlow Park Improvements Project and the River Heritage Park Improvements Project as presented, seconded by Ms. Zheng. (*Motion 3*)

Ms. Kristunas administered votes by roll call for Motion 2 and Motion 3. Motion 2 and Motion 3 were unanimously passed 7 – 0.

**Attorney’s Report**

Ms. Grisham stated she is working to make sure the Park Board continues to manage its legal responsibilities and obligations for projects and is assisting the (*Clay*) Township where needed, in addition to day-to-day legal management.

**Director’s Report**

Director Klitzing stated he had no written report; however, he visited projects and provided visual updates on Carey Grove and Flowing Well Parks.

Meadowlark Park will be moving to Weihe. The design is largely completed, however, the timeline is uncertain now due to the contractual changes.

Staff met with SmithGroup today regarding West Park – The Core area and discussed playground colors, keeping with natural colors of greens, tans, and earth tones similar to a natural wild area.

Director Klitzing provided updates on Covid-19 based on the state’s reports including the trending positive cases in Indiana. The Department is concerned about the upcoming school year, and its impact on the before and after school program.

**Information Items**

**School Board:** Ms. Zheng reported about the reopening plan announced today by the district. The district emailed families and shared the reopening plan for the fall. The school will open as scheduled on August 11<sup>th</sup> with the option of in-person or virtual learning. Elementary and middle schools will open five days as planned with students attending in person and families having the option to use virtual learning. The high school will have two cores of students with half of the students attending each day and they, too, have the option of using virtual learning. Discussion followed.

**Plan Commission:** Mr. Kirsh stated he had nothing to report.

**Parks Foundation:** Mr. Rude stated the Foundation has not met, and he had nothing to report.

**Park Board Comments / Discussion**

Assistant Director Baumgartner announced that The Waterpark now offers trays and bags to its guests at concessions.

Mr. Garretson said the (*Carmel Clay Public*) Library has signed a contract with Marsh for the next two years. The transition will occur in September. It will be convenient with plenty of parking. Discussion followed.

**Adjournment**

There being no further business, Mr. Rude made a motion to adjourn the meeting, seconded by Ms. Kristunas. With consensus, Board President Taylor adjourned the meeting at 7:56 p.m.

**Approved,**

DocuSigned by:  
*Nicholas Plopper*  
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Signature

8/11/2020  
Date

DocuSigned by:  
*James Engledow*  
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Signature

8/12/2020  
Date