

**Carmel/Clay Board of Parks and Recreation  
Tuesday, August 11, 2020, 6:00 p.m.  
Remote Meeting**

**Member(s) Present:** Jessica Beer, Jim Engledow, James Garretson, Joshua Kirsh (*joined meeting during open discussion of Claims*), Jenn Kristunas, Linus Rude (*joined meeting during open discussion of Claims*), Nick Plopper, 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 took the roll and stated there was a quorum, Board President Taylor called the meeting to order at 6:00 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 were included in the Board packets.

**Finance Committee**

Ms. Kristunas stated that the Finance Committee reviewed the proposed budgets, which will be presented for approval later in the meeting.

**Minutes**

**July 14, 2020 Park Board Meeting**

Mr. Engledow made a motion to approve the minutes as presented, seconded by Mr. Garretson. Mr. Engledow administered the vote, and the motion was unanimously passed 7 – 0.

**Financial Reports**

**Consolidated Financial Report for June 2020**

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report as presented, seconded by Dr. Beer. Mr. Engledow administered the vote, and the motion was unanimously passed 7 – 0.

**Claims**

**Claim Sheet dated August 11, 2020**

Board President Taylor asked if one motion could be made to approve all items under 'Claims.' Ms. Grisham instructed the Board Members how to proceed.

Ms. Kristunas made a motion to approve Claim Sheet dated August 11, 2020; Clay Township Claim Sheet dated August 11, 2020; and Payroll Dates July 17, 2020 and July 31, 2020. The motion was seconded by Dr. Beer.

Board President Taylor asked for open discussion on Claim Sheet dated August 11, 2020.

*(Director Klitzing advised that Mr. Kirsh and Mr. Rude had joined the meeting.)*

There was no discussion.

Board President Taylor asked for open discussion on Clay Township Claim Sheet dated Sheet August 11, 2020. There was no discussion.

Board President Taylor asked for open discussion on Payroll Dates July 17, 2020 and July 31, 2020.

Mr. Engledow asked Ms. Clark if the payroll was less compared to last year. Assistant Director Baumgartner said there was no true comparison due to the 27 pay periods in 2020. Discussion followed.

Mr. Engledow administered the vote for the motion to approve Claim Sheet dated August 11, 2020; Clay Township Claim Sheet dated August 11, 2020; and Payroll Dates July 17, 2020 and July 31, 2020. The motion was unanimously passed 9 – 0.

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

Ms. Clark announced an anonymous donation of \$20.00 for internal programs at the MCC.

Mr. Kirsh made a motion to accept the donation, seconded by Mr. Engledow. Mr. Engledow administered the vote, and the motion was unanimously passed 9 – 0.

**New Business**

**Consideration of 2021 Operating Budgets – Kurtis Baumgartner**

Assistant Director Baumgartner shared the budget presentation via PowerPoint. He stated that the budgets and salary resolution received a favorable recommendation from the Finance Committee at its meeting on August 3, 2020.

**Resolution B-2020-001 – Adopting the Proposed 2021 General Fund (101) and Park Capital Fund (103) Budgets**

Assistant Director Baumgartner presented an overview of the budget process and added specifics within the General Fund and Park Capital Fund Budgets

Board President Taylor commented that added staff and increased expenses for new non-revenue generating parks and amenities will impact the Department's cost recovery percentage. In 2021, the projected cost recovery will be closer to 71% department-wide. Discussion followed. Director Klitzing said that the Council's expectation is more focused on the self-sufficiency of the MCC and ESE.

Mr. Garretson made a motion to waive the reading of Resolution B-2020-001, seconded by Mr. Plopper. Mr. Engledow administered the vote, and the motion was unanimously passed 9 – 0.

Ms. Kristunas made a motion to approve Resolution B-2020-001, seconded by Mr. Rude. Mr. Engledow administered the vote, and the motion was unanimously passed 9 – 0.

**Resolution B-2020-002 – Adopting the Proposed 2021 Non-Reverting Operating Budgets and User Fees**

Assistant Director Baumgartner introduced Jennifer Brown, ESE Director. Ms. Brown introduced the ESE budget as included in the Board packets. Board President Taylor said he met the ESE staff at his son's kindergarten orientation. Ms. Brown responded that the ESE staff is very excited and looks forward to having his son in the ESE program.

Assistant Director Baumgartner introduced Eric Mehl, Recreation & Facilities Director, who presented the MCC budget. Board President Taylor asked about the scholarships and fee waivers. Discussion followed.

Mr. Mehl continued with the Parks and Recreation Facilities Fund budget that included the Jill Perelman Pavilion, Wilfong Pavilion, Central Dog Park, and shelter rentals.

Mr. Garretson questioned if naming rights of shelters could bring in additional revenue. Director Klitzing said he is not opposed to this, and it may be considered in the future.

Mr. Mehl presented an overview of the user fees. Carey Grove Park, Flowing Well Park, and Meadowlark Park shelters were added to the user fees. Director Klitzing stated that there are no proposed increases this year for passes as these rate increases are addressed every other year.

Mr. Garretson made a motion to waive the reading of Resolution B-2020-002 and enter it into action, seconded by Mr. Engledow. Mr. Engledow administered the vote, and the motion was unanimously passed 9 – 0.

Ms. Kristunas made a motion to approve Resolution B-2020-002, seconded by Mr. Garretson.

Mr. Garretson inquired about reserves if cost recovery is not successful. Director Klitzing said the Department has healthy reserves. Discussion followed.

Mr. Engledow administered the vote, and the motion was unanimously passed 9 – 0,

**Consideration of Resolution B-2020-003 Amending Salaries and Wages for 2021**

Assistant Director Baumgartner presented the proposed resolution. He added that the maximums for the positions would not be increased, and the compensation study would be delayed until 2021.

Ms. Brown spoke about the new position of Assistant Inclusion Supervisor. Assistant Director Baumgartner stated that there were proposed title changes within the Marketing Division to include Brand Strategy & Communications Director and Marketing & Communications Manager. This does not change the number of staff, but modifies positions to managerial roles and decrease the reliance on external consultants. Lindsay Labas interjected that the Marketing Division operates with a very niche focus. Each staff focuses on his/her respective clients. Mr. Kirsh congratulated Ms. Labas on her marketing role, which has evolved over the years.

Mr. Rude made a motion to waive the reading of Resolution B-2020-003, seconded by Ms. Kristunas. Mr. Engledow administered the vote, and the motion was unanimously passed 9 – 0.

Ms. Kristunas made a motion to approve Resolution B-2020-003, seconded by Mr. Garretson. Mr. Engledow administered the vote, and the motion was unanimously passed 9 – 0.

At this time, Ms. Grisham asked for a motion to add an Action Item, Conflict of Interest Disclosure, to the Agenda. Ms. Kristunas made a motion to add the Conflict of Interest Disclosure to the Agenda, seconded by Mr. Kirsh. Mr. Engledow administered the vote, and the motion was unanimously passed 9 – 0.

Ms. Grisham spoke about the annual disclosure presented to the Board on behalf of Board President Taylor. Ms. Grisham read out loud pertinent information from the Conflict of Interest Disclosure as it pertained to Board President Taylor's employment with Envoy, Inc.

Mr. Garretson made a motion to accept the Conflict of Interest Disclosure for Board President Taylor, seconded by Ms. Kristunas. Mr. Engledow administered the vote, and the motion was passed 8 – 0 with 1 abstention (*Board President Taylor*).

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

Director Klitzing stated no action items were required by the Board. As of yesterday, the last outstanding item was resolved regarding drainage in the west receiving parking lot. A final change order is expected at the September meeting.

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

#### **Consideration of Amendment to Project Agreement by and between Clay Township and the Carmel/Clay Board of Parks and Recreation**

Director Klitzing requested approval of an amendment to the project agreement between the Park Board and Clay Township to formally change the project designer from The Schneider Corporation to Weihe Engineering.

Mr. Engledow made a motion to approve the Amendment to Project Agreement between Clay Township and the Carmel/Clay Board of Parks and Recreation and authorize President Rich Taylor or Vice President Nicholas Plopper to sign it, seconded by Ms. Kristunas. Mr. Engledow administered the vote, and the motion was unanimously passed 9 – 0.

### **Northwest Park Acquisition**

#### **Consideration of Resolution G-2020-003 regarding Naming Rights**

Director Klitzing spoke about the acquisition of parkland in northwest Carmel (southwest corner of 126<sup>th</sup> Street and Shelbourne Road). As part of the negotiations, it was agreed that a future park amenity would be named after The Carter Family. The specific item will be determined after the park master plan is completed.

Ms. Kristunas made a motion to waive the reading of Resolution G-2020-003, seconded by Mr. Engledow. Mr. Engledow administered the vote, and the motion was unanimously passed 9 – 0.

Ms. Kristunas made a motion to approve Resolution G-2020-003 as presented, seconded by Dr. Beer. Mr. Engledow administered the vote, and the motion was unanimously passed 9 – 0.

Board President Taylor thanked the Board and said closing on the property is expected to be in September resulting in the acquisition of 26 acres of new parkland for Clay Township and Carmel.

### **Attorney's Report**

Ms. Grisham said she had nothing to report.

## **Director's Report**

Director Klitzing said his report was included in the Board packet.

Director Klitzing spoke about the Department's phased reopening including The Waterpark and various amenities. CCPR is in Stage 4.5 until at least August 27<sup>th</sup> unless the Governor changes that date. For the most part, CCPR's amenities are open, but with restrictions. Recreation programming is significantly reduced until Stage 5. The fitness center is open, but the indoor track is closed as the fitness equipment has been placed on the track for social distancing. More normal operations are expected in Stage 5.

The Waterpark is in post season hours, open weekends and Labor Day. The Department will continue to monitor the situation as it pertains to Covid.

Director Klitzing commended Ms. Brown and the ESE staff on summer camps. The camps were at reduced capacity, 30 in each camp, to prevent cross contamination. Staff followed all established protocols, and there were no reported cases (*of Covid*). Staff is working closely with Carmel Clay Schools on the before and after school program.

Director Klitzing provided updates on the two active Clay Township Impact Program Projects and presented pictures of Flowing Well and Carey Grove Parks.

The design for Meadowlark Park will be finalized soon so the project can go out to bid.

Bids for West Park came in over budget. The Township is digging through the numbers of the apparent low bidder, and we hope to add the two alternates to make this project more awesome.

Director Klitzing announced that CCPR is a finalist for the National Gold Medal Award. The winner will be announced sometime during the NRPA Virtual Conference between October 27<sup>th</sup> and October 29<sup>th</sup>.

The Department will present budgets to the City Council at its workshop on September 15<sup>th</sup>.

Director Klitzing mentioned that he will survey the Board Members to determine if future meetings will be virtual or in person.

Lastly, the Township is engaged in conversations to possibly fund construction of a pedestrian bridge over White River that would connect the southern side of Conner Prairie and the county's County Road Park. If successful, this would be a huge boost to our White River goals, our Comprehensive Parks and Recreation Master Plan, and the recent feasibility study of the north expansion of the White River greenway.

## **Information Items**

**School Board:** Ms. Zheng provided an update on the opening of Carmel Clay Schools this fall. Elementary school students return in person five days a week with a virtual learning option for families. Parks will offer a new, free ESE program on late start days for all elementary school families. Pre-registration is required for participation. The middle schools and high school will use a hybrid model with a virtual learning option.

**Plan Commission:** Mr. Kirsh said that the full meeting is next Tuesday. Recently, the Commercial Committee approved a new building, residential meets office space, on Main Street between Guilford and Old Meridian. The City is in the process of reevaluating its comprehensive plan.

**Parks Foundation:** Mr. Rude said he had no update at this time.

**Park Board Comments / Discussion**

There were no comments or discussion.

**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 (8:23 p.m.)

Approved,

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Signature

9/8/2020  
Date

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9/9/2020  
Date