

**Carmel/Clay Board of Parks and Recreation  
Tuesday, October 13, 2020, 6:00 p.m.  
Virtual Meeting**

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

**Member(s) Absent:** Nick Plopper

**Others Present:** Michael Klitzing, Department Director; Kurtis Baumgartner, Department Assistant Director; Sara Clark, Administration & Planning Director; Debra Grisham, Park Board Attorney; Brian Bosma, Kroger, Gardis & Regas, LLP

**Roll Call & Call to Order**

Board President Taylor welcomed everyone to the Park Board meeting. Board President Taylor asked Mr. Engledow to call the roll. After Mr. Engledow stated that there was a quorum, Board President Taylor called the meeting to order at 6:01 p.m.

**Public Comments**

There were no public comments.

**Staff Reports**

Assistant Director Baumgartner said that staff reports were included in the Board packet, as well as the quarterly contract log.

Board President Taylor commended Lindsay Labas and her team on the great PR.

Mr. Engledow asked about the MCC pass reports. Assistant Director Baumgartner said that there has been a dip in the overall memberships impacting revenue. When Indiana moved into Stage 5 in late-September, some additional amenities were opened resulting in a net gain of memberships within the last week or so. He hopes to have a positive report next month.

Dr. Beer said she thought it was great that the Department was able to allow its members to cancel their memberships without penalties, unlike other gyms, until they feel comfortable to return.

Mr. Kirsh said he personally pays his membership whether using the facility or not as he feels it is a huge asset to the community. He suggested that the Marketing team engage in an advertising campaign to show everything that is being done to keep people safe. He added that staff has gone above and beyond what is expected to provide services in a safe manner.

Director Klitzing said that a recent survey found that members who cancelled/suspended their memberships were not comfortable in returning to any type of fitness facility, so it was not specific to the MCC. Regardless of our marketing campaign, it will take some time before people will accept any type of 'new' normal. In addition to the pandemic, right now it is not easy to get to the MCC due to construction. Once the roundabouts are completed, it will be quite easy.

Mr. Garretson inquired about reduced revenue and staffing. Director Klitzing stated that part-time staff numbers are down. Full-time staffing is back to the regular counts. However, full-time staffing supported by user fees is closely monitored, and all options are on the table.

**Carmel/Clay Board of Parks and Recreation  
Tuesday, October 13, 2020  
Virtual Meeting**

Board President Taylor commented about the MCC Annual, Monthly and Insurance Passes. It appears that the number of SilverSneakers and other insurance program members is trending up. Assistant Director Baumgartner confirmed that when members initially sign up, they are more diligent in using the facility, and the Department receives payment for each visit.

Board President Taylor asked if staff is looking into air filtration similar to other facilities that have people within close proximity. Director Klitzing responded that he will be speaking with staff to possibly identify what may or may not be appropriate for the MCC to provide and promote a safer environment. Assistant Director Baumgartner added that staff is fogging the MCC daily.

**Finance Committee**

Ms. Kristunas stated the Committee has not met.

Board President Taylor asked about the budget hearings. Director Klitzing said the budgets were presented a couple of weeks ago to City Council. There were general questions about operations and some of the projects. The Council was very encouraging and supportive of the Department.

**Minutes**

**September 8, 2020 Park Board Meeting**

Mr. Engledow made a motion to approve the minutes as presented, seconded by Ms. Kristunas. Mr. Engledow administered the vote, and the motion was unanimously passed 8 – 0.

**Financial Reports**

**Consolidated Financial Report for August 2020; CCPR P&L Statements for September 2020**

Ms. Kristunas made a motion to acknowledge receipt of the **Financial Reports** as presented, seconded by Mr. Kirsh. Mr. Engledow administered the vote, and the motion was unanimously passed 8 – 0.

**Claims**

**Claim Sheet October 13, 2020; Clay Township Claim Sheet October 13, 2020; and CCPR Payroll for September 11, 2020 and September 25, 2020**

Ms. Kristunas made a motion to approve Claim Sheet October 13, 2020; Clay Township Claim Sheet October 13, 2020; and CCPR Payroll for September 11, 2020 and September 25, 2020 as presented. The motion was seconded by Mr. Kirsh. Mr. Engledow administered the vote, and the motion was unanimously passed 8 – 0.

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

Ms. Clark presented an anonymous donation of \$78 for MCC programs. Mr. Kirsh made a motion to accept the donation as presented, seconded by Dr. Beer. Mr. Engledow administered the vote, and the motion was unanimously passed 8 – 0.

**New Business**

**Consideration of Resolution G-2020-004 Granting an Easement through Northwest Park – Michael Klitzing**

Director Klitzing said that Highlands Latin School approached the Department seeking an easement for sanitary services from TriCo Regional Sewer Utility. If approved, the Department is expected to receive some degree of compensation, which will be put toward funding of a master plan for this park.

**Carmel/Clay Board of Parks and Recreation**  
**Tuesday, October 13, 2020**  
**Virtual Meeting**

Mr. Bosma spoke about his communications with TriCo. He recommended that the Board authorize Director Klitzing to replace Exhibit A to reflect the same document in TriCo's resolution. Discussion followed.

Ms. Kristunas made a motion to waive the reading of Resolution G-2020-004 and enter it into business, seconded by Mr. Rude. Mr. Engledow administered the vote, and the motion was unanimously passed 8 – 0.

Ms. Kristunas made a motion to adopt Resolution G-2020-004 and allow the President and/or Director and Assistant Director to substitute Exhibit A as presented. The motion was seconded by Mr. Kirsh. Mr. Engledow administered the vote, and the motion was unanimously passed 8 – 0.

**Old Business**

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

Carey Grove Park: Construction has gone smoothly with quality work; the project is expected to be completed in mid-November. Director Klitzing provided photos with descriptions of the progress.

Flowing Well Park: Progress is slow. Still waiting on regulatory permits from the State; however, there is frustration with the design team causing delays in securing the permits. Upon receipt of permits within the next couple of weeks, work will begin on bank stabilization. Director Klitzing provided photos with descriptions of the progress. Discussion followed regarding the design team and utilizing the parking lot for staging supplies for the bank stabilization.

Central Park Roundabout /111<sup>th</sup> Street Roundabout: Both projects are progressing very nicely. Director Klitzing provided photos with descriptions of the progress. Mr. Kirsh asked if the temporary road would be left in the park. Director Klitzing said the road was designed for temporary access, and it will be removed.

West Park: The sign should be going up soon on this project. Expect to see fencing and preliminary groundwork.

Meadowlark Park: Finishing up specifications and some of the permitting.

River Heritage Park and Lawrence W. Inlow Park: Design work to be completed this fall and hope to put out to bid this winter or early next year for construction to start in the spring.

Dr. Beer commented about the great progress on the Clay Township Impact Program projects. She asked if Marketing could share updates and photos on Carey Grove Park that would create enthusiasm within the neighborhood.

Director Klitzing thanked Dr. Beer for her comments. Marketing is working on an eNewsletter to update the community on the Clay Township Impact Program projects. The first edition will be going out shortly with general information. The second edition will feature Carey Grove Park and include onsite video of the new amenities. Future eNewsletters will focus on the remaining projects.

**Carmel/Clay Board of Parks and Recreation**  
**Tuesday, October 13, 2020**  
**Virtual Meeting**

Mr. Garretson asked about the (*Carmel*) Dads' Club building. Director Klitzing replied that the Department is not directly involved in construction or management; however, CCPR anticipates having the ability to use the facility, especially for camps in the summer months.

**Attorney's Report**

Ms. Grisham stated there is a legal transition plan discussion scheduled for tomorrow (*October 14, 2020*). She added that she was happy to have Mr. Bosma at the meeting and thanked him for his willingness to address future and new projects that will make Carmel Clay Parks & Recreation even better. Mr. Bosma said he had nothing further to add.

**Director's Report**

Director Klitzing referenced his prior updates regarding the Clay Township Impact Program projects.

Director Klitzing stated that the recently purchased northwest property is in our possession. The next business regarding this park, besides the easement, is to propose to the Board an official name to deter any placeholder names, e.g., Central Park and West Park.

Director Klitzing spoke about the exciting news that CCPR was named as one of four finalists for the National Gold Medal Award for Excellence in Parks and Recreation Management. The virtual award ceremony is Tuesday, October 27<sup>th</sup>, at 7 p.m. CCPR is in Class III serving a population of 75,001 to 150,000 and competing with Arlington Heights Park District, Arlington Heights, Illinois; Thorton Parks, Recreation & Community Programs, Thorton, Colorado; and City of New Braunfels Parks and Recreation, New Braunfels, Texas.

The Department is very honored to be a finalist, and this is the first year CCPR is eligible to be considered for the Gold Medal Award since winning it in 2014. There is a mandatory six-year sit-out period once you win the Grand Plaque. Details will be sent out on the viewing party with a link so those unable to attend can watch it live. To become a finalist for the Gold Medal Award is equivalent to being among the NCAA Final Four! Winning the Gold Medal is like being the NCAA National Champion! It is a huge honor to be a finalist and compete with some incredible park systems.

**Information Items**

**School Board:** Ms. Zheng spoke about the successful collaboration between Parks and the School District. This year, the School District implemented two, late-start days each month. Parks is providing ESE services during these late-start days. There were two late-start days in September with a combined total of 382 students at the 11 elementary schools. The service, which is free to families, is paid with a federal grant. Ms. Zheng thanked Parks for providing these services to the students.

Ms. Zheng stated that redistricting is currently underway. The School District contracted with a national firm to coordinate redistricting. At the conclusion of the focus group meetings, the consulting firm will compile and present several options to the School Board and the community for feedback. The final scenario will be presented for Board approval in December with the new redistricting scenario in place for the fall of 2021.

**Carmel/Clay Board of Parks and Recreation  
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Virtual Meeting**

The Carmel Education Foundation is hosting a conversation with the nine School Board candidates on Tuesday, October 20<sup>th</sup>, at 7 p.m. The virtual forum will be broadcasted live on Facebook with a recording available the next day.

**Plan Commission:** Mr. Kirsh advised that the subcommittee is working on the Clay Terrace infilling project focused on the eastside of Clay Terrace Boulevard. It looks like a hotel, office, and parking structure. Public hearings are being held on rezoning of the Stout Shoes site. Mr. Kirsh provided updates on additional projects.

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

**Park Board Comments / Discussion**

Mr. Garretson said that after being closed for a month, the (*Carmel Clay Public*) Library is in business again at the old Marsh store in Merchants' Plaza. The Library will be there for two years. On October 21<sup>st</sup>, there will be a groundbreaking for construction at the present Library, although work has already started inside.

Dr. Beer congratulated staff on transitioning so quickly to Stage 5 at the Monon Community Center. This facility really matters to the community.

Mr. Garretson asked about a recent paper he read about the (*Covid*) virus having a resurgence. Director Klitzing replied that the Department may move forward or backwards depending on the State's direction.

Board President Taylor said he participated in a groundbreaking ceremony for the Carmel Clay Community Building funded by the Clay Township Impact Program. This was his first groundbreaking related to his new (*Envoy*) job.

**Adjournment**

There being no further business, Mr. Rude made a motion to adjourn the meeting, seconded by Ms. Kristunas, at which time Board President Taylor adjourned the meeting at 7:23 p.m.

**Approved,**

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Date

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