

**Carmel/Clay Board of Parks and Recreation
Annual and Regular Park Board Meeting Minutes
Tuesday, January 12, 2021, 6:00 p.m.
Carmel City Hall – City Council Chambers**

Member(s) Present: Jessica Beer, James Garretson, Louise Jackson, Joshua Kirsh (virtual attendee), Jenn Kristunas, Linus Rude, Rich Taylor, Mark Westermeier (virtual attendee)
Lin Zheng

Member(s) Absent: None

Others Present: Michael Klitzing, Department Director; Kurtis Baumgartner, Department Assistant Director; Sara Clark, Administration & Planning Director; Brian Bosma, Kroger, Gardis & Regas, LLP

Roll Call & Call to Order

Board President Taylor welcomed everyone to the Park Board meeting and asked Ms. Kristunas to call the role. After Ms. Kristunas stated that there was a quorum, Board President Taylor asked that all rise for the pledge of allegiance.

Special Presentations

Director Klitzing stated it was important to recognize Jim Engledow after 20 years of service on the Park Board. Director Klitzing thanked Mr. Engledow for everything he has done for Carmel Clay Parks & Recreation and the citizens of Carmel and Clay Township. Mr. Engledow has been a tremendous leader within the parks system and exemplifies a service leader mentality. He was known to have offered wise words in a calm and collective manner. Director Klitzing said he has enjoyed working with him over the years and cherishes the wisdom he has brought to the Park Board.

Director Klitzing asked Doug Callahan (*Clay Township Trustee*) to take the floor. Mr. Callahan requested Judy Hagan and Audrey Kostrzewa to join him for the presentation. Ms. Hagan was the Trustee who appointed Mr. Engledow to the Board, and Ms. Kostrzewa was her Clerk at the time.

Mr. Callahan requested Mr. Engledow to come forward followed by the presentation of an award inscribed as follows: James L. Engledow; 2001 – 2020 Board Member; Board President 2008 – 2009 and 2012 – 2017; for your 20 years of dedication and service to the Carmel Clay Community as Carmel Clay Parks Board Member presented this 12th day of December 2020 by the Clay Township Board, Trustee, and Staff.

(standing ovation)

Director Klitzing asked Mr. Engledow to remain standing for two additional tokens of appreciation.

Board President Taylor presented to Mr. Engledow a framed photo taken of Central Park East Woods. Director Klitzing stated this particular photo was one of his favorite photos from recent times within the park system. The engraved plaque within the framed photo recognized Mr. Engledow for his 20 years on the Park Board.

**Carmel/Clay Board of Parks and Recreation
Tuesday, January 12, 2021
Carmel City Hall – Council Chambers**

Director Klitzing stated that since Mr. Engledow had given so much of his time to the Park Board that it was fitting to present him with a clock. The inscription on the clock was as follows: James L. Engledow; Longest-Serving Park Board Member; 2001 – 2020; Thank You for 20 Years of Dedicated Service and Devotion to Carmel/Clay Board of Parks and Recreation.

(applause)

Mr. Engledow thanked everyone and said it had been his honor to work with present and past Park Boards. He also thanked Ms. Hagan for getting him involved.

(applause)

Ms. Hagan said that Mr. Engledow was valuable to the Board. He brought a certain amount of calm that was needed at the time. It was a great 20 years, and he had a tremendous impact on the community. The parks system is much better because of his talents, including a steady hand and business background. Ms. Hagan continued. She said there was a new talented Board which is doing fabulously in this incredibly difficult time. She thanked the Board and staff adding that she was so proud and to keep up the good work!

Board President Taylor thanked Mr. Engledow for being a great mentor and friend. He appreciated everything Mr. Engledow has done for Carmel Clay Parks and the Carmel Clay community.

Director Klitzing announced that last fall, CCPR won the 2020 National Gold Medal Award for Excellence in Park and Recreation Management from the American Academy for Park and Recreation Administration and the National Recreation and Park Association. This is the highest honor that any parks system can win, and a huge honor to win it a second time after the mandatory waiting period. CCPR has now won the Gold Medal in 2014 and 2020.

Director Klitzing added that the Department is able to succeed because of the Board's leadership and the community's commitment to parks and recreation, which recognizes that an investment in parks and recreation is an investment in the quality of life in the community. Director Klitzing said he is thankful to the community and community leaders including the Trustee and Mayor Brainard, for everything that they do and the support they provide parks and recreation.

Once selected as a finalist, the Department is required to make a short video with an overview of CCPR and featuring the various components that are evaluated by the Gold Medal judges. The following video was submitted.

Video Presentation

(applause)

Director Klitzing spoke about the other Gold Medal finalists in Class III (Population 75,001 – 150,000): New Braunfels Parks and Recreation (New Braunfels, Texas); Thornton Parks Recreation and Community Programs (Thornton, Colorado); and Arlington Heights Park District (Arlington Heights, Illinois).

Carmel/Clay Board of Parks and Recreation
Tuesday, January 12, 2021
Carmel City Hall – Council Chambers

Director Klitzing introduced Leon Younger, a member of the Academy, to present the Gold Medal Grand Plaque to the Park Board.

Mr. Younger said it is not easy to win the Gold Medal, and it was a pleasure to share this award with the Park Board and those in the audience. Based upon his own personal experiences, he stated that CCPR is one of the best park systems in the country.

At this time, Mr. Young presented the Gold Medal Grand Plaque to Board President Taylor.

(applause)

Director Klitzing announced that an Academy member will also make presentations of the Gold Medal awards to the City Council and the Township Board in recognition of their support of the parks system on February 1st and February 16th

Public Comments

There were no public comments.

Staff Reports

Assistant Director Baumgartner said that staff reports were in the Park Board packet, which also included the quarterly contract log of all active contracts. Board President Taylor advised Board Members to review this list and file the required paperwork if there are any conflicts of interest.

Board President Taylor commented on the MCC memberships. Assistant Director Baumgartner said that staff is cautiously optimistic and hope to rebound in 2021.

Committees

Finance Committee

Ms. Kristunas stated that the Finance Committee did not meet.

Nominating Committee

Mr. Engledow said that the Nominating Committee, Mr. Garretson, Mr. Kirsh and Mr. Engledow, met in December. At the appropriate time, they have a prepared slate to present for approval.

Minutes

December 8, 2020 Park Board Meeting

Ms. Kristunas made a motion to approve the minutes as presented. The motion was seconded by Mr. Garretson. Ms. Kristunas called the role for Mr. Kirsh and Mr. Westermeier (virtual attendees), and the motion was unanimously passed 9 – 0.

Financial Reports

Consolidated Financial Report for November 2020

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report as presented. The motion was seconded by Dr. Beer. Ms. Kristunas called the role for Mr. Kirsh and Mr. Westermeier (virtual attendees), and the motion was unanimously passed 9 – 0.

Carmel/Clay Board of Parks and Recreation
Tuesday, January 12, 2021
Carmel City Hall – Council Chambers

CCPR P&L Statements for November 2020

Ms. Kristunas made a motion to acknowledge receipt of the CCPR P&L Statements as presented. The motion was seconded by Dr. Beer. Ms. Kristunas called the role for Mr. Kirsh and Mr. Westermeier (virtual attendees), and the motion was unanimously passed 9 – 0.

Claims

Claim Sheet January 12, 2021

Ms. Kristunas made a motion to approve the Claim Sheet as presented. The motion was seconded by Mr. Rude. Ms. Kristunas called the role for Mr. Kirsh and Mr. Westermeier (virtual attendees), and the motion was unanimously passed 9 – 0.

Clay Township Claim Sheet January 12, 2021

Ms. Kristunas made a motion to approve the Clay Township Claim Sheet as presented. The motion was seconded by Dr. Beer. Ms. Kristunas called the role for Mr. Kirsh and Mr. Westermeier (virtual attendees), and the motion was unanimously passed 9 – 0.

CCPR Payroll for December 4, 2020, December 18, 2020, and December 31, 2020

Ms. Kristunas made a motion to approve the CCPR Payroll as presented. The motion was seconded by Mr. Rude. Ms. Kristunas called the role for Mr. Kirsh and Mr. Westermeier (virtual attendees), and the motion was unanimously passed 9 – 0.

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

Ms. Clark presented two items: donation of \$5,834.66 from Hamilton County Soil & Water for interpretive signage; and a donation of \$472.50 from J&J Snack Foods for internal programs.

Mr. Kirsh made a motion to accept the donations as presented. The motion was seconded by Ms. Kristunas. Ms. Kristunas called the role for Mr. Kirsh and Mr. Westermeier (virtual attendees), and the motion was unanimously passed 9 – 0.

New Business

Election of Park Board Officers for 2021 – Board President and/or Nominating Committee

Mr. Engledow, Chair of the Nominating Committee, said that members, Mr. Garretson, Mr. Kirsh and Mr. Engledow, met on December 22nd of last year and proposed the following slate for the 2021 term:

Rich Taylor as President; Jenn Kristunas as Vice President; Lin Zheng as Treasurer; and Linus Rude as Secretary.

Mr. Garretson made a motion to approve the slate as presented. The motion was seconded by Mr. Kirsh. Ms. Kristunas called the role for Mr. Kirsh and Mr. Westermeier (virtual attendees), and the motion was unanimously passed 9 – 0.

Park Board Finance Committee Appointments – Board President

Board President Taylor said that the bylaws state that the Treasurer serves as Chair of the Finance Committee so Ms. Zheng will serve as Chair. Board President Taylor appointed Mr. Rude and Mr. Westermeier to serve on the Finance Committee.

Carmel/Clay Board of Parks and Recreation
Tuesday, January 12, 2021
Carmel City Hall – Council Chambers

Carmel Clay Parks Foundation Liaison Appointment – Board President

Board President Taylor asked that Mr. Garretson to serve as Liaison to the Parks Foundation. Mr. Garretson accepted.

Carmel Plan Commission Appointment – Board President

Board President Taylor requested that Mr. Kirsh continue to serve as the appointee to the Plan Commission. Mr. Kirsh accepted.

Ratification of 2020 General Fund End of Year Budget Line Transfers – Kurtis Baumgartner

Assistant Director Baumgartner said that state law and the State Board of Accounts mandate that all general fund budget lines be at zero or finish in the positive. A summary of the line transfers was included in the Park Board packet. The Department received a one-time transfer in the amount of \$159,206.61 as a result of the CARES act reimbursements received by the City of Carmel, which required approval from the Carmel City Council.

Ms. Kristunas made a motion to ratify the 2020 end of year budget line transfers as presented. The motion was seconded by Ms. Zheng. Discussion followed regarding the CARES act funds. Ms. Kristunas called the role for Mr. Kirsh and Mr. Westermeier (virtual attendees), and the motion was unanimously passed 9 – 0.

Consideration of Resolution G-2021-001 to Adopt the Schematic Design Drawing for River Heritage Park Phase I Improvements – Michael Klitzing

Director Klitzing asked that the Board approve this resolution which will officially adopt the schematic design for River Heritage Park. He continued with background and current details concerning this 40-acre park which is leased from Citizens Energy Group. Recently Citizens Energy Group informed the Department that they will be expanding operations at this water plant including significant infrastructure changes. Because of this new development, the Department has been challenged to maximize the bond dollars from the Clay Township Impact Program. Director Klitzing spoke about the park's history and the spark that ignited the Park Board's dedication in serving people with disabilities. Therefore, the Department intends to use the Impact funds to build a fully accessible and wheel-friendly trail system, play structures, and overlooks.

Mr. Rude asked about the property lease. Director Klitzing replied that the lease automatically renews every 10 years. Both parties are working to update the lease with additional protections, taking into consideration the upcoming expansions. Citizens Energy Group is not interested in selling property, but they do like having a park at that location.

Mr. Garretson made a motion to waive the reading of Resolution G-2021-001 and enter it into action. The motion was seconded by Ms. Kristunas. Ms. Kristunas called the role for Mr. Kirsh and Mr. Westermeier (virtual attendees), and the motion was unanimously passed 9 – 0.

Ms. Kristunas made a motion to approve Resolution G-2021-001. The motion was seconded by Mr. Rude. Ms. Kristunas called the role for Mr. Kirsh and Mr. Westermeier (virtual attendees), and the motion was unanimously passed 9 – 0.

Carmel/Clay Board of Parks and Recreation
Tuesday, January 12, 2021
Carmel City Hall – Council Chambers

Consideration of Resolution G-2021-002 to Adopt the Schematic Design Drawing for Lawrence W. Inlow Park Phase II Improvements – Michael Klitzing

Director Klitzing stated this is another project funded through the Clay Township Impact Program. These funds will continue the second phase of park improvements. Director Klitzing provided background and an overview of the proposed schematic design.

Dr. Beer asked about parking spaces. Director Klitzing said he recalled about 20 parking spots being added. Discussion continued about parking needs and how they vary throughout the day.

Mr. Rude asked if this (*splashpad*) was a recirculating water system. Director Klitzing said yes and explained why the park will continue to use this type of water system. He added that bioswales are used for certain splashpads where appropriate.

Dr. Beer said some residents have created their own paths to the park. Director Klitzing said that if subdivisions and/or HOAs are interested, the Department can discuss the possibility of putting in a designated path.

Ms. Kristunas made a motion to waive the reading of Resolution G-2021-002 and enter it into action. The motion was seconded by Dr. Beer. Ms. Kristunas called the role for Mr. Kirsh and Mr. Westermeier (virtual attendees), and the motion was unanimously passed 9 – 0.

Ms. Kristunas made a motion to approve Resolution G-2021-002. The motion was seconded by Mr. Rude. Ms. Kristunas called the role for Mr. Kirsh and Mr. Westermeier (virtual attendees), and the motion was unanimously passed 9 – 0.

Consideration of Legacy Parkland Donation – Michael Klitzing

Director Klitzing stated no action was required of the Board at this time as this item was to provide information only. The Department was recently approached by the developers from Legacy about the potential of donating 63 acres to the parks system. Staff and legal counsel are exploring the feasibility of this donation, which looks very favorable. Director Klitzing provided detailed information pertaining to the proposed land donation. Afterwards, Mr. Kirsh commented that staff and counsel may want to review possible PUD restrictions related to open space. Director Klitzing and Mr. Bosma said they would check.

Consideration of Quotes for Demolition Services at 14330 Shelborne Road – Kurtis Baumgartner

Assistant Director Baumgartner spoke about the recent land purchase on Shelborne Road, now known as Bear Creek Park, that has existing structures needing to be removed. The Department mailed invitations to quote to three contractors and only one quote was received. The quote received from Renascent in the amount of \$69,500.00 met all of the required specifications.

Ms. Kristunas made a motion to accept the quote from Renascent and award a contract to Renascent in the amount of \$69,500.00 for demolition services as presented. The motion was seconded by Dr. Beer. Ms. Kristunas called the role for Mr. Kirsh and Mr. Westermeier (virtual attendees), and the motion was unanimously passed 9 – 0.

Carmel/Clay Board of Parks and Recreation
Tuesday, January 12, 2021
Carmel City Hall – Council Chambers

Ms. Kristunas made a motion 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. The motion was seconded by Mr. Rude. Ms. Kristunas called the roll for Mr. Kirsh and Mr. Westermeier (virtual attendees), and the motion was unanimously passed 9 – 0.

Director Klitzing stated that the Department will notify the neighbors that the structures will be removed.

Old Business

Clay Township Impact Program Updates

Carey Grove Park is now open and has already proven to be quite popular. The restroom facility should be open soon.

Making good progress on the creekbank stabilization at Flowing Well Park.

Waiting for better weather before moving forward with construction at West Park.

Construction will start this spring at Meadowlark Park.

More detailed updates are within the Director's Report.

Mr. Rude commented that when he visited Carey Grove Park, there were many cars. He walked through the park and was excited to see that there was a child on every piece of playground equipment!

Attorney's Report

Mr. Bosma stated that he is working with staff on a number of projects including a fleet lease RFP, and the Legacy park donation and potential funding.

Mr. Bosma said that he serves as Township Counsel and is responsible for all the contracting for the 2019 and 2020 Impact programs, so he is very involved in what the Department is doing.

Director's Report

The Director's Report was included in the Park Board packet.

Information Items

School Board: Board President Taylor introduced Louise Jackson, newly elected School Board member and recently appointed to the Park Board. Ms. Jackson said she was honored to be a part of the Park Board.

At this time, Board President Taylor welcomed Mr. Westermeier to the Park Board. Mr. Westermeier was a long-time director of Carmel Clay Parks and recently appointed by Clay Township Trustee Doug Callahan. Mr. Westermeier has a wealth of knowledge. Board President Taylor said he has learned a lot from Mr. Westermeier, and he is excited to have him on the Board. Mr. Westermeier stated he is look forward to being on the Board. He has lots of questions and will contact Director Klitzing and Assistant Director Baumgartner for answers.

Carmel/Clay Board of Parks and Recreation
Tuesday, January 12, 2021
Carmel City Hall – Council Chambers

Board President Taylor said it was good to have Ms. Zheng continue serving on the Board as a mayoral appointee.

Plan Commission: Mr. Kirsh said that The Courtyards by Epcon at 136th & Keystone goes before the full Plan Commission the (*February*) 19th; he expects a favorable recommendation to the Council.

Parks Foundation: Mr. Rude had nothing to report.

Park Board Comments / Discussion

Ms. Kristunas asked Ms. Clark to distribute an updated contact list due to the new Board Members.

Mr. Kirsh stated that the City of Carmel has started a whole new list of 2021 projects and some will impact CCPR. Details followed.

Board President Taylor asked about the safety surface issues at Inlow Park. Director Klitzing stated that the safety surface is still under warranty, and staff is working with the general contractor and their subcontractor. Each has displayed a commitment to remedy the buckling that seems to only happen during colder weather. The repairs will take place when the park is closed for other construction.

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 8:06 p.m.

Approved,

DocuSigned by:

F33B49A33F424DF...
Signature

2/10/2021
Date

DocuSigned by:

B879793C48A14AA...
Signature

2/17/2021
Date