

**Carmel/Clay Board of Parks and Recreation
Tuesday, February 9, 2021, 6:00 p.m.
Virtual Meeting**

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

Member(s) Absent: None

Others Present: Michael Klitzing, Department Director/CEO; Kurtis Baumgartner, Department Assistant Director/COO; Sara Clark, Administration & Planning Director; Ted Nolting, Kroger, Gardis & Regas, LLP

Roll Call & Call to Order

Board President Taylor asked Mr. Rude to call the role. After roll call, 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 Park Board packet, along with the customary Strategic Plan Implementation Status Report, which outlines key recommendations of the master plan and progression by the Department in meeting those recommendations. Assistant Director Baumgartner added that he was proud to say the Department accomplished quite a lot amidst a pandemic. He provided a few of the 2020 accomplishments.

- Purchased 26.91 acres of parkland, now known as Bear Creek Park, on the northwest side of Carmel.
- Utilized funds from the Clay Township Impact Program to enhance and update Carey Grove, Flowing Well, West, Meadowlark, Inlow, and River Heritage Parks.
- Strengthened and improved educational opportunities throughout the park system.
 - Added interpretive signage at Founders Park through Rain on Main funds.
 - Utilized social media platforms to assist with community education including native trees, winter solstice, migratory birds, clean water, and recycling.
- Developed many successful partnerships with local organizations and businesses.

Assistant Director Baumgartner said he hoped the Board Members would peruse the 2020 achievements within the Strategic Plan Implementation Status Report.

Board President Taylor congratulated Mr. Kirsh, who was named OneZone Volunteer of the Year. Mr. Kirsh said he was honored and humbled to receive this award.

Board President Taylor said he was happy to see the great article on Tatiana Komarova of the International Talent Academy, and the free programs offered to underprivileged youths.

Board President Taylor stated he noticed an uptick in memberships for January. Assistant Director Baumgartner replied that for the first time in almost a year, the Monon Community Center has seen a net gain in memberships.

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Director Klitzing said that members are visiting the MCC more frequently as they become comfortable using the space. Assistant Director Baumgartner stated that the Department is offering additional opportunities this year for summer camps, increasing the total number of participants. Summer Camp registration begins March 1st.

Finance Committee

Ms. Zheng stated that the Finance Committee did not meet in January.

Minutes

January 12, 2021 Annual and Regular Park Board Meeting

Mr. Rude made a motion to approve the minutes as presented. The motion was seconded by Ms. Kristunas. Mr. Rude administered the roll call vote, and the motion was unanimously passed 9 – 0.

Financial Reports

Consolidated Financial Report for December 2020; CCPR P&L Statements for January 2021

Ms. Zheng made a motion to acknowledge receipt of the Financial Reports as presented. The motion was seconded by Ms. Kristunas. Mr. Rude administered the roll call vote, and the motion was unanimously passed 9 – 0.

Claims

Claim Sheet February 9, 2021; Clay Township Claim Sheet February 9, 2021

Ms. Zheng made a motion to approve the Claim Sheets as presented. The motion was seconded by Ms. Kristunas. Mr. Rude administered the roll call vote, and the motion was unanimously passed 9 – 0.

CCPR Payroll for January 15, 2021 and January 29, 2021

Ms. Zheng made a motion to approve the CCPR Payroll as presented. The motion was seconded by Ms. Kristunas. Mr. Rude administered the roll call vote, and the motion was unanimously passed 9 – 0.

Monetary Gifts, Grants, Partnerships, and Sponsorships for January 2021 – Sara Clark

Ms. Clark presented a donation of \$75 from Joe Vaughn & Jamie Campbell for adaptive programs.

Mr. Kirsh made a motion to accept the donation as presented. The motion was seconded by Ms. Kristunas. Mr. Rude administered the role call vote, and the motion was unanimously passed 9 – 0.

New Business

Consideration of Management Agreement with Carmel Redevelopment Commission for Hotel Carmichael Restrooms – Michael Klitzing

Director Klitzing requested the Park Board's approval to enter into a management agreement with the Carmel Redevelopment Commission for the Hotel Carmichael Restrooms. The restroom facilities are located on the south end of Hotel Carmichael across from Carter Green. He reminded the Board that funds were allocated during the budget process for these services so as to not cause a hardship on the Department. The level of service will be similar to that of the existing trailheads. Also, the Department was involved in the design phase of these restrooms, which allowed for feedback on fixtures and the addition of the family changing room. Staff will work with legal counsel to development the management agreement.

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Mr. Kirsh made a motion to authorize the Director of Parks and Recreation to negotiate the terms of and execute a Management Agreement with the Carmel Redevelopment Commission for the Hotel Carmichael Public Restrooms upon the review and consent of the Park Board's legal counsel. The motion was seconded by Mr. Rude. Discussion followed regarding other restrooms within the area.

Mr. Rude administered the roll call vote, and the motion was unanimously passed 9 – 0.

Consideration of Professional Services Agreement with SJCA for White River Greenway North Extension Design Development Plans – Michael Klitzing

Director Klitzing presented background and the scope of work for the proposed Professional Services Agreement to develop the White River Greenway North Extension. The planning process will identify the specific location for the trail and the necessary easements. SJCA is the same consultant working with Clay Township to design the location and construction of the bridge across the White River.

Ms. Zheng made a motion to accept the proposal from SJCA for the White River Greenway North Extension Design Development Plans and authorize the Director of Parks and Recreation to sign a Professional Services Agreement in an amount not to exceed \$181,909 as prepared by the Park Board's legal counsel. The motion was seconded by Ms. Kristunas.

Mr. Rude asked if the plans could incorporate the property across the street. Director Klitzing said this area could potentially be a connecting point in the future.

Mr. Westermeier asked about the possibility of a canoe/kayak launch. Director Klitzing said nothing has been ruled out. SJCA will determine if that would be a practical location. Conner Prairie is considering a canoe launch in the vicinity of the river education center.

Board President Taylor commended SJCA and their team. Dr. Beer asked why the design plan would be at 60% completion. Director Klitzing said it is common to limit design at 60%, which would provide a relief valve if needed and be good stewards of public dollars. A lengthy discussion followed.

Mr. Rude administered the roll call vote, and the motion was unanimously passed 9 – 0.

Consideration of Resolution B-2021-001 Authorizing RFP Process and Making a Preliminary Determination to Enter into Lease – Kurtis Baumgartner

Assistant Director Baumgartner spoke about the Department's need to engage in fleet management services. Historically, the Department used capital funds to purchase vehicles. In 2019, staff explored the feasibility of transitioning to vehicle leases to free up capital dollars for other projects. With increased maintenance responsibilities along the Monon Greenway and park upgrades through the Clay Township Impact Program, the Department's fleet has changed over recent years. If approved, staff would work with the Park Board Attorney to prepare an RFP, followed by a recommendation to the Park Board for approval.

Mr. Westermeier said that leased vehicles were used early on within the Department. He applauded staff on taking advantage of this phenomenal opportunity. Mr. Rude asked about regular maintenance costs. Assistant Director Baumgartner affirmed maintenance would be included.

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Ms. Kristunas made a motion to waive the reading of Resolution B-2021-001 and enter it into business. The motion was seconded by Dr. Beer. Mr. Rude administered the roll call vote, and the motion was unanimously passed 9 – 0.

Ms. Kristunas made a motion to adopt Resolution B-2021-001 as presented. The motion was seconded by Dr. Beer. Mr. Rude administered the roll call vote, and the motion was unanimously passed 9 – 0.

Old Business

14330 Shelborne Road Demolition (Bear Creek Park) – Kurtis Baumgartner

Ratification of Renascent Change Order No. 1

Assistant Director Baumgartner stated that the Park Board had already approved Renascent to demolish the existing buildings on the property. The specifications required Renascent to perform an asbestos inspection, at which time they discovered asbestos in the tile and the seam tape of the duct work. Demolition will begin after the asbestos is removed.

Ms. Kristunas made a motion to ratify Assistant Director Baumgartner’s approval of Change Order No. 1 for the 14330 Shelborne Road demolition project as presented. The motion was seconded by Dr. Beer. Mr. Rude administered the roll call vote, 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. This probable donation of 63 acres is located at the northeast corner of Carmel, south of 146th Street and west of River Road. Staff is working with the current owner, Falcon Nest II LLC, who is very interested in donating this property. Initial feedback from the developer includes an interest in naming the park after the owner’s father-in-law, Thomas Marcucelli, one of the cofounders of Indiana-based Star Bank. This decision would be made by the Park Board.

Clay Township Impact Program Updates

Carey Grove Park: Open and being well-used. (*Director Klitzing showed a drone video.*)

Flowing Well Park: Making excellent progress during park closure; will open in March or April.

West Park: Park remains closed.

Inlow Park: Playgrounds closed due to issues with safety surfacing; will resolve issues in the spring.

Meadowlark Park: Closing soon with construction starting in March and finished in October.

River Heritage Park: In further conversations with Citizens Energy Group, they requested that the Department avoid improvements in the northern portion of the park. This still allows the bottom portion of the park, 18 to 19 acres, to be developed including accessible trails, boardwalks, playground in the woods, and overlooks. Dr. Beer asked if this change will impact access to the piece of land in the middle of the river. Director Klitzing said adding stones in this area will still be possible as they will help with bank stabilization.

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For quite some time, it has been a long-term goal to acquire the land adjacent to the park. Should this land become available in the future, the Department would like to establish the right of first refusal with the Carmel Equestrian Center. Also, legal counsel has advised that Citizens Energy Group will identify how to address any encroachments on park property.

Attorney's Report

Mr. Nolting said it was nice to meet everyone virtually as this was his first Board Meeting. He added that work continues with Director Klitzing and Assistant Director Baumgartner on the management agreement, professional services agreement, and the RFP.

Director's Report

The Department issued a Request for Information (RFI) to solicit proposals from 15 companies for the Bear Creek Park Master Plan. A committee that includes CCPR staff, Dr. Beer and Ms. Zheng, will review the proposals and make a recommendation to the Park Board. The selected consultant will need to incorporate feedback from the diverse populations growing in the northwest section of Carmel. Letters were sent to neighbors of Bear Creek Park informing them of the demolition and upcoming master plan.

Director Klitzing announced that Sara Clark received another job opportunity. He thanked her for everything she has done for the Department.

Director Klitzing stated that the Director's Report was emailed to the Park Board Members.

Information Items

Plan Commission: Mr. Kirsh said he had nothing new to report. At this time, Mr. Kirsh serves on the commercial committee, but he expects to be reassigned to the residential committee as this is better for the Plan Commission.

School Board: Ms. Jackson said she had nothing to report. The School Board was excited to hear of the Department's recent award (*National Gold Medal Award for Excellence in Park and Recreation Management*). She also advised the School Board of the positive feedback on the recent surveys for the ESE program. The School Board appreciates CCPR doing a great job on meeting the needs of parents and families.

Board President Taylor asked questions about quarantining related to school attendance. Discussion followed.

Parks Foundation: Mr. Garretson had nothing to report. Director Klitzing requested Mr. Rude to advise the Parks Foundation of Mr. Garretson's new appointment.

Park Board Comments / Discussion

Mr. Kirsh stated that residents will receive an insert with their utility bills providing the upcoming construction schedule. He is working with Lindsay Labas on next month's insert, which will feature information on parks.

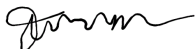
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Ms. Jackson asked if there are scholarship opportunities for camps. Director Klitzing stated that the Department does have a scholarship program for children with guardians who are financially challenged. The Department uses the free and reduced lunch guidelines for camps as well as the Monon Community Center. Discussion followed. Mr. Westermeier said the formula was changed at some point so it would be sustainable. It is important to note that the schools are reimbursed when using the federal guidelines. Also, staff started requiring proof of income which revealed that some using the scholarship program did not meet the criteria.

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 (7:43 p.m.).

Approved,

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