

**Carmel/Clay Board of Parks and Recreation
Tuesday, April 13, 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; Brian Bosma, Kroger, Gardis & Regas, LLP

Roll Call & Call to Order

Board President Taylor welcomed everyone to the meeting, and asked Mr. Kirsh to call the role. After roll call, Board President Taylor called the meeting to order at 6:05 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.

Finance Committee

Ms. Zheng stated that the Finance Committee did not meet last month.

Minutes

March 9, 2021 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 February 2021; CCPR P&L Statements for March 2021

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

Claims

Claim Sheet April 13, 2021; Clay Township Claim Sheet April 13, 2021; CCPR Payroll for March 12, 2021 and March 26, 2021

Ms. Zheng made a motion to approve the Claim Sheets and 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 March 2021 – Kurtis Baumgartner

Assistant Director Baumgartner presented two donations: an anonymous donation of \$100 for Staff Appreciation, and \$500 from Northview Church for the Northview Church Good Neighbor Week Volunteer Project. Mr. Kirsh made a motion to accept the donations 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 Right of Entry from Engledow Group to Existing Culvert (Monon Structure 12) over Carmel Creek – Kurtis Baumgartner

Assistant Director Baumgartner reminded the Board that in 2018, the City of Carmel Engineering Department performed infrastructure inspections of the Monon Greenway and Hagan-Burke Trail to assess necessary structural improvements. The findings were compiled in a report titled, "Structure Inventory and Appraisals Report." As CCPR is the contractual manager of the Monon Greenway and Hagan-Burke Trail, the Department agreed to assist with recommended improvements to nine structures over a three-year period.

One of the identified improvements is Structure #12 which is a three-sided limestone culvert that spans the Monon Greenway and allows users to travel safely over Carmel Creek. American Structurepoint, the company previously hired by the Department to provide design and construction management of services pertaining to Structure #12, advised that a right of entry with Engledow Group would allow better access for construction.

Ms. Kristunas made a motion to waive the reading of the Right of Entry agreement with Engledow Group. The motion was seconded by Mr. Garretson. Mr. Rude administered the roll call vote, and the motion was unanimously passed 9 – 0.

Ms. Kristunas made a motion to approve the Right of Entry agreement 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 Professional Services Agreement with SmithGroup for Bear Creek Park Master Plan – Michael Klitzing

Director Klitzing announced that the Department is ready for the next step in preparing for the future of Bear Creek Park. It has been a little over seven months since the Department closed on the 27 acres of land located at the southwest corner of 146th Street and Shelborne Road. The next step is to develop a master plan for the park, which is consistent with our policies and protocols and one of the requirements as an accredited parks system through CAPRA. Because this is a new property, serving a new area of the community, the Department issued an RFI (Request for Information) and obtained proposals from well qualified consulting teams. There was a tremendous response as the Department received 11 proposals.

Director Klitzing formed a committee consisting of the senior management team and two Park Board members, Dr. Beer and Ms. Zheng. The committee met on several occasions and after an in-depth review of the 11 proposals, selected three finalists for in-person interviews. The finalists included MKSK, Rundell Ernstberger Associates, and SmithGroup.

The committee was able to meet and hear directly from key team members representing each of the finalists, in addition to asking questions regarding their proposals and approach to the master plan. The committee unanimously recommended SmithGroup. The committee felt that SmithGroup brought the most creative and diverse approach to the master planning process.

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Dr. Beer said that she enjoyed being part of this process and spending time with the different directors within the Department.

Ms. Zheng appreciated the opportunity to participate in this selection process. She enjoyed listening to the presentations in person and seeing the interaction between the firms and the committee. She is excited about the new approach in getting community participation.

Board President Taylor spoke about the number of staff members who participated and was very impressed with the thoughtful approach they took to the selection and evaluation. He was impressed with staff leadership in regards to involving others in the process.

Dr. Beer made a motion to accept the proposal for services from SmithGroup for development of the Bear Creek Park Master Plan. The motion was seconded by Ms. Zheng. Mr. Rude administered the roll call vote, and the motion was unanimously passed 9 – 0.

Dr. Beer made a motion to authorize the Park Board President, Department Director, and legal counsel to directly negotiate a professional services contract with SmithGroup for the development of the Bear Creek Park Master Plan for a sum not to exceed \$125,000 and authorize the Department Director to execute the same. The motion was seconded by Ms. Kristunas. Mr. Rude administered the roll call vote, and the motion was unanimously passed 9 – 0.

Consideration to Replace the Activity/Lap Pool Heater at The Waterpark – Kurtis Baumgartner

Assistant Director Baumgartner said that upon inspection this spring, staff discovered that a boiler was beyond repair and needed to be replaced. Ellis Mechanical submitted the necessary quote to replace the boiler this spring before opening of The Waterpark.

Ms. Kristunas made a motion to accept the quote from Ellis Mechanical for services at the Monon Community Center and authorize the Assistant Director to execute a purchase order in the amount of \$35,200 for the necessary repairs to the Activity/Lap Pool heater within The Waterpark. The motion was seconded by Dr. Beer.

Mr. Rude asked if the new boiler would be more efficient and use less fuel. Assistant Director Baumgartner responded that this information was not included within the quote, but he expected it to be more efficient. Ms. Jackson asked if there was any warranty. Assistant Director Baumgartner said the boiler had exceeded its warranty period of five to 10 years. Mr. Westermeier asked if the boiler was listed on the capital replacement plan. Lengthy discussion followed.

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

Old Business

Consideration of Resolution B-2021-002 Authorizing Acceptance of RFP Response – Kurtis Baumgartner

Assistant Director Baumgartner said that in February, the Park Board approved a resolution to solicit proposals for fleet leasing and management services. Staff worked with legal counsel to issue the RFP (Requests for Proposals). The Department received one response from Enterprise.

Assistant Director Baumgartner provided detailed information regarding the process and funds to lease six vehicles. Mr. Bosma added that there will be discussion with Enterprise regarding their standard agreements, terms, and trade ins.

Ms. Kristunas made a motion to waive the reading and to adopt Resolution B-2021-002 as presented 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.

Legacy Parkland Donation – Michael Klitzing

Consideration of Resolution G-2021-004 Accepting Donation of Real Estate from Falcon Nest II, LLC

Director Klitzing was pleased to report and request that the Park Board adopt the resolution to accept the donation of 63 acres of new parkland in the northeast part of town just south of 146th Street and west of River Road within the Legacy development. It is largely a natural area with two to four acres of woods on the western end making it an ideal nature park. The property fits nicely within the master plan.

As part of the negotiations, the donor requested the park be named after the owner’s late father-in-law, Thomas Marcucilli. After discussions with the family, the official name of the park will be the “Thomas Marcucilli Nature Park.”

Ms. Kristunas made a motion to waive the reading and to approve Resolution G-2021-004 and enter it into action. The motion was seconded by Ms. Zheng. Mr. Rude administered the roll call vote, and the motion was unanimously passed 8 – 0 (*Mr. Garretson was absent during the roll call vote*).

Clay Township Impact Program Updates

Director Klitzing provided the following updates:

Inlow Park: Bids received for Inlow Park Phase II. Project includes replacement of splash pad, new year-round restroom building, new shelter to replace the existing shelter, pickleball courts, expanded parking, and improvements to existing parking lot. Construction to start in May or June at the latest. Goal to have substantially complete by the end of the year.

Meadowlark and West Parks: Progress should be starting this week on Meadowlark Park and after the 19th at West Park with both parks to open by the end of the year.

River Heritage Park: Reviewing construction documents.

Continuing work with the Township on the White River bridge that will connect us to Conner Prairie property on Fishers’ side of the river.

Working with the City and Township on the Sister Cities Cultural Gardens.

Flowing Well Park will open by the end of the month.

Attorney's Report

Mr. Bosma said he will work with Enterprise to negotiate the fleet management agreement.

Mr. Bosma has worked with staff on the Request for Proposals for an energy savings guarantee contract which would allow the selection of a contractor to change capital improvements to an operating expense with bona fide savings to the Park Board, one of the recommended options related to future financing.

Mr. Bosma will be meeting with representatives of the Department, City, and Township this week to talk about future funding options.

Director's Report

Mr. Rude asked about the City Center tunnel repairs and mural. Director Klitzing said the Department will be doing some necessary repairs as part of capital replacement needs. What is more exciting is working with Carmel High School in developing a mural with a lively theme to tie in with the Center for the Performing Arts involving a whimsical, musical theme. The mural was developed by the students of Carmel High School and approved by the Carmel Public Art Advisory Council. The goal is to complete the mural this spring in time for the upcoming conference (*International Making Cities Livable Conference*).

Director Klitzing spoke in depth about meeting with the City and Township to address long-term funding needs of the park system. He offered to share the same information with the Park Board during an orientation on capital funding. Director Klitzing will poll the Park Board Members for availability in the near future.

Mr. Westermeier asked if the orientation and future Park Board Meetings would be virtual or in-person. A lengthy discussion followed. Mr. Westermeier said at one time Trustee Callahan wanted to upgrade the Hensel Government Center similar to Council Chambers, and asked if the Park Board was interested in providing financial assistance for meeting space fitted with the necessary technology. Perhaps this is something the Board would like to explore. Director Klitzing said relocating Park Board Meetings would free up space at the MCC for revenue generating programs and this would be worthy of exploring.

Information Items

Plan Commission: Mr. Kirsh spoke about the Asherwood Estate development, which was passed on to the Plan Commission with a positive recommendation. The Plan Commission is staying virtual for the time being.

School Board: Ms. Jackson announced that the high school will offer in-person graduation. She added that the School Board was excited to hear about CCPR's camps.

Parks Foundation: Director Klitzing announced that the Parks Foundation is expected to schedule a meeting in May.

Park Board Comments / Discussion

Mr. Kirsh spoke about his concern regarding in-person Park Board Meetings. Discussion followed. Assistant Director Baumgartner stated that the Department does not have the capability to do hybrid meetings at this time, so virtual or in-person meetings need to be considered. Director Klitzing stated he would survey the Park Board Members for input.

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Adjournment

There being no further business, Mr. Rude a motion to adjourn the meeting, seconded by Ms. Kristunas, at which time Board President Taylor adjourned the meeting (*approx. 7:35 p.m.*).

Approved,

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Signature

5/11/2021
Date

DocuSigned by:
Linus Rude
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Signature

5/17/2021
Date