

**Carmel/Clay Board of Parks and Recreation**  
**Tuesday, May 11, 2021, 6:00 p.m.**  
**Virtual Meeting**

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

**Member(s) Absent:** Joshua Kirsh; Jenn Kristunas

**Others Present:** Michael Klitzing, Department Director/CEO; Kurtis Baumgartner, Department Assistant Director/COO; Jonathan Blake, Administration & Planning Director; Brian Bosma, Kroger, Gardis & Regas, LLP

**Roll Call & Call to Order**

Board President Taylor welcomed everyone to the meeting and asked Mr. Rude to call the role. After roll call, Board President Taylor called the meeting to order at 6:03 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. The Department received some really great media coverage for different projects and programs within the community.

The Department has hired its new Administration & Planning Director, Jonathan Blake. Mr. Blake brings a great deal of experience from the town of Brownsburg. He started working for the town in the planning department and his most recent role was the Assistant Director of Parks and Recreation. He is a Certified Park and Recreation Professional (CPRP), Certified Planner with the American Institute of Certified Planners, and also practices real estate part-time. Mr. Blake started with the Department on April 26<sup>th</sup>, and everyone is excited to have him on board.

**Finance Committee**

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

Assistant Director Baumgartner stated the Department has received the 2022 budget timeline from the city of Carmel. Based on the timeline, he requested that the Finance Committee meet on Tuesday, July 20<sup>th</sup>, at 6:00 p.m. at the Administrative Offices.

**Minutes**

**April 13, 2021 Park Board Meeting**

Mr. Rude made a motion to approve the Minutes as presented. The motion was seconded by Mr. Garretson. Mr. Rude administered the roll call vote, and the motion was unanimously passed 7 – 0.

**Financial Reports**

**Consolidated Financial Report for March 2021; CCPR P&L Statements for April 2021**

Ms. Zheng made a motion to acknowledge receipt of the Financial Reports as presented. The motion was seconded by Dr. Beer.

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Assistant Director Baumgartner asked if he could provide a brief synopsis as it pertains to the Financial Statements, 108 and 109, as we finish up the first quarter of 2021. He stated that there is no debate that 2020 was a year we want to forget. It had an adverse impact on our cash reserves to the tune of \$2.7 million.

Board President Taylor requested that 2019 be added to the report for a better comparison to the progress of 2021. Assistant Director Baumgartner responded that he would include 2019 information in the future. He continued with his report including information relative to the current budgets, which are efficiently managed by staff, and concluded it will take several years to rebound and grow the cash reserves.

Mr. Garretson asked if it was difficult to obtain necessary staff. Assistant Director Baumgartner responded that the Department is experiencing some difficulties with a few positions. Discussion followed.

Mr. Rude administered the roll call vote, and the motion was unanimously passed 7 – 0.

**Claims**

**Claim Sheet May 11, 2021; Clay Township Claim Sheet May 11, 2021; CCPR Payroll for April 9, 2021 and April 23, 2021**

Ms. Zheng made a motion to approve the Claim Sheets and Payroll as presented. The motion was seconded by Dr. Beer. Mr. Rude administered the roll call vote, and the motion was unanimously passed 7 – 0.

**Monetary Gifts, Grants, Partnerships, and Sponsorships for April 2021 – Jonathan Blake**

Mr. Blake said he had no monetary gifts or donations to report.

**New Business**

**Consideration of Professional Services Agreement with CTI Construction, LLC for White River Greenway North Extension Project – Michael Klitzing**

Director Klitzing provided a brief description of the project. He added that if approved, CTI Construction would provide construction management services. Working with CTI will ensure continuity with other connected projects such as the White River Pedestrian Bridge which is being funded through the Clay Township Impact Program. The proposal has been reviewed by staff, Mr. Bosma, and the Park Board President.

Board President Taylor added that he appreciated the foresight to include a ‘not to exceed’ dollar amount.

Dr. Beer made a motion to 1) accept the proposal from CTI for construction management services related to the White River Greenway North Extension Project; and 2) authorize the Director to execute a Professional Services Agreement with CTI for an amount not to exceed \$195,035, as prepared by the Park Board’s legal counsel. The motion was seconded by Ms. Zheng. Mr. Rude administered the roll call vote, and the motion was unanimously passed 7 – 0.

**Consideration of Resolution G-2021-005 Authorizing the Park Board President to Execute Quitclaim Deeds for Flowing Well Park required by the Land and Water Conservation Fund – Michael Klitzing**

Director Klitzing stated that the Department was fortunate to receive Land and Water Conservation Funds (LWCF) for the original development of Flowing Well Park. One of the requirements of LWCF is that restrictive covenants be placed on the deed. At this time Director Klitzing gave a brief overview of LWCF and its funding source through proceeds from offshore drilling. Monies from LWCF grants are used to increase open space and protect the land in perpetuity, safeguarding the parks from encroachments and potential developments. After adoption of the resolution, staff will make the necessary changes through quitclaim deeds as recommended by Mr. Bosma so we will be in compliance with LWCF.

Dr. Beer made a motion to waive the reading of Resolution G-2021-005 and enter it into action. The motion was seconded by Mr. Garretson. Mr. Rude administered the roll call vote, and the motion was unanimously passed 7 – 0.

Dr. Beer made a motion to approve Resolution G-2021-005. The motion was seconded by Mr. Garretson. Mr. Rude administered the roll call vote, and the motion was unanimously passed 7 – 0.

**Old Business**

**Clay Township Impact Program Updates**

Director Klitzing provided detailed updates through his PowerPoint presentation.

Dr. Beer asked if there are any plans for natural play features within River Heritage Park, to include the trail, boulders, logs, and sand. Director Klitzing responded that there will be natural play within the connectivity to the river and island based upon the topography. Dr. Beer asked about interpretative signage to encourage natural play that is beneficial for child development. She also asked to be involved with this project. Director Klitzing said he agreed that interpretive signage would promote these activities, and he would include her in future discussions.

Ms. Zheng said she noticed that bids came in over budget for expansion of the Japanese Garden and asked how the increased cost projections will change our upcoming projects. Director Klitzing replied that we do not know what to expect, and there is concern on some projects.

**Attorney's Report**

Mr. Bosma stated due diligence is in process on the Marcuccilli park donation. The phase one environmental (*study*) has been completed with no issues; they are waiting for the title and survey.

Mr. Bosma is working on a policy for staff's review. There was a statute passed effective immediately that continues to allow future participation remotely for public and board members of local political subdivisions provided a policy is adopted. This policy would provide convenience of remote participation when deemed appropriate.

Mr. Bosma is monitoring one active litigation. There are others that require coordination with outside counsel for the city and our insurance counsel.

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Director Klitzing has asked legal counsel to look into the American Rescue Plan for any direct eligibility for income replacement of lost revenues.

He has completed review of the fleet management agreement proposal and sent comments back to staff. Enterprise Management may be used in the near future.

Mr. Bosma is waiting on the Carmel Redevelopment Commission (CRC) to provide their exhibits for the management agreement for the restroom in the (*Carmichael*) hotel.

Mr. Bosma addressed a question from Mr. Garretson regarding distribution of funds to cover losses for the last year.

**Director's Report**

Director Klitzing shared a representation of the mural to be inside the tunnel at City Center Drive along the Monon Greenway. Caroline Hammonds, a Junior at Carmel High School, designed the mural. There was an article in *Current in Carmel* on the inspiration for her design. The overarching goal was to play off the fact that the tunnel is located next to The Center for the Performing Arts and the Palladium. The Department is working with Carmel High School and the Mayor's office on this initiative. All sides of the tunnel will be transformed. Due to safety concerns when using ladders or scaffolding, a prefabricated wrap will be placed on the top and the sides will be painted by number.

The cost for the program is about \$30,000. The Department is working with the Mayor's Office on funding. CCPR dedicated \$5,000, and the Township may provide additional funding. If Board Members know of any businesses or individuals interested in contributing to this project, Director Klitzing welcomes the opportunity to introduce them to this great opportunity. In fact, this project might be an opportunity for public participation.

Director Klitzing spoke about River Heritage Park and the potential add alternate for the perimeter trail connecting into the greater White River Greenway. More specific information followed. Establishing this extensive trail network will include approximately 5.3 miles from 146<sup>th</sup> Street to River Heritage Park. Future trails were mentioned.

Tomorrow (*May 13, 2021*) at 5 p.m. is the Reopening Celebration of Carey Grove Park. Director Klitzing said the renovations have had a direct impact on the number of visitors to the park. Based on counters within the park, in 2019 there were between 93,000 to 94,000 park visitors. For the months of March and April of this year alone, there have been an estimated 73,000 visitors.

Based upon feedback from the Park Board Members, in-person Park Board meetings will start again in June. The June and July meetings will be held at the John Hensel Government Center (Township offices), keeping the Monon Community Center open for summer camps. The Department will be working with the Trustee and potentially move all Board meetings to the Government Center, which will allow revenue generating programs in the room previously dedicated for Park Board meetings.

As a follow up to an earlier discussion, Director Klitzing advised that the capital funding orientation for Park Board Members will be held on May 25, 2021 at 6:00 p.m. He advised that the orientation will be held virtually.

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Director Klitzing referenced the Director’s Report that was emailed to the Park Board Members and stated there have been additional discussions and progress regarding ‘The Corner’ development.

Mr. Westermeier asked about possible development of an easement at the north end of Hazel Landing Park. Director Klitzing answered that this may be developed as the more loops and connections into the park would be a benefit.

**Information Items**

**Plan Commission:** There was no report.

**School Board:** Ms. Jackson said she had nothing to report. She added that her team is very excited about the mural, and she will share the design with the School Board.

**Parks Foundation:** Mr. Garretson said there is supposed to be a meeting in the near future.

**Park Board Comments / Discussion**

There were no additional comments or discussion.

**Adjournment**

There being no further business, Mr. Rude made a motion to adjourn the meeting, seconded by Mr. Garretson, at which time Board President Taylor adjourned the meeting at 7:15 p.m.

**Approved,**

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Signature

6/10/2021  
Date

DocuSigned by:  
*Linus Rude*  
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Signature

6/9/2021  
Date