

**Carmel/Clay Board of Parks and Recreation  
Annual and Regular Park Board Meeting  
Tuesday, January 11, 2022, 6:00 p.m.  
John W. Hensel Government Center  
10701 North College Avenue  
Carmel, Indiana 46280**

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

**Member(s) Absent:** Louise Jackson, Lin Zheng

**Others Present:** Michael Klitzing, Department Director/CEO; Kurtis Baumgartner, Department Assistant Director/COO; Jonathan Blake, Administration & Planning Director; Brian Bosma, Park Board Attorney

**Roll Call; Call to Order & Pledge of Allegiance**

Board President Taylor welcomed everyone to the meeting and asked Mr. Rude to call the role. Mr. Rude stated that there was a quorum. Board President Taylor called the meeting to order at 6:03 p.m. and asked everyone to stand for the Pledge of Allegiance.

**Public Comments**

There were no public comments.

**Staff Reports**

Assistant Director Baumgartner said that staff reports were included in the Park Board packet. He added that the quarterly contract log was also included for review by Board Members to ensure no one has a conflict of interest.

Board President Taylor stated he heard that our region was awarded \$20 million of the READI grant. Director Klitzing confirmed and said there was a meeting scheduled with the Indiana Economic Development Corporation on Friday to receive more guidance on how the money can be spent. Board President Taylor added that the funds must be spent in accordance with the ARP (American Recovery Program) dollars.

**Committees**

**Finance Committee**

In Ms. Zheng's absence, Board President Taylor stated the Finance Committee has not met; therefore, there was nothing to report.

**Nominating Committee**

In Ms. Zheng's absence, Dr. Beer presented the report from the Nominating Committee. Dr. Beer stated that the Nominating Committee met on January 4<sup>th</sup>. Chair Ms. Zheng, Mr. Rude, and Dr. Beer recommended keeping the same slate of officers: Mr. Taylor as President, Ms. Kristunas as Vice President, Ms. Zheng as Treasurer, and Mr. Rude as Secretary.

Dr. Beer stated she enjoyed serving on the Committee. She added that the Committee Members had some really great discussions, especially about the big rocks this year, and the Committee Members were certain that Board President Taylor should continue as President, especially with upcoming situations like long-term funding as he was very well suited for making that happen and finding some good solutions.

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

**Tuesday, January 11, 2022**

**John W. Hensel Government Center**

**Minutes**

**December 14, 2021 Executive Session**

Mr. Rude made a motion to approve the minutes as submitted, seconded by Ms. Kristunas, and unanimously passed 7 – 0.

**December 14, 2021 Park Board Meeting**

Mr. Rude made a motion to approve the minutes as submitted, seconded by Ms. Kristunas, and unanimously passed 7 – 0.

**Financial Reports**

**Consolidated Financial Report for November 2021**

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report as presented, seconded by Mr. Kirsh, and unanimously passed 7 – 0.

**CCPR P&L Statements for December 2021**

Ms. Kristunas made a motion to acknowledge receipt of the P&L Statements as presented, seconded by Mr. Kirsh.

Mr. Garretson asked about cost recovery for the Monon Community Center. Assistant Director Baumgartner replied that the 108, 109, and 110 funds will each end 2021 at 100% cost recovery. Mr. Kirsh and Board President Taylor commended the staff. Assistant Director Baumgartner said staff have been diligent in managing their expenses and have done a phenomenal job.

Mr. Garretson asked if one of the reasons for achieving cost recovery was due to the staffing levels as some employees were let go during the (*Covid*) crisis. Discussion followed.

Board President Taylor called for the vote, and the motion was unanimously passed 7 – 0.

**Claims**

**Claim Sheet January 11, 2022; Clay Township Claim Sheet January 11, 2022**

Ms. Kristunas made a motion to approve the Claim Sheet dated January 11, 2022, and the Clay Township Claim Sheet dated January 11, 2022. The motion was seconded by Mr. Kirsh and unanimously passed 7 – 0.

**CCPR Payroll for December 3, 2021, December 17, 2021, and December 31, 2021**

Ms. Kristunas made a motion to approve CCPR Payroll for December 3, 2021, December 17, 2021, and December 31, 2021. The motion was seconded by Mr. Rude and unanimously passed 7 – 0.

**Monetary Gifts, Grants, Partnerships, and Sponsorships for December 2021**

Mr. Blake announced that three donations were received in December 2021. The first donation came from the Hamilton County Soil and Water Conservation District in the amount of \$7,014.42 for interpretive signage; the proceeds came from the Rain on Main event. Also received was \$165.00 for employee appreciation donations: one from an anonymous donor and one from the Park Board. Mr. Kirsh made a motion to accept the donations as presented, seconded by Ms. Kristunas, and unanimously passed 7 – 0.

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

**Tuesday, January 11, 2022**

**John W. Hensel Government Center**

**New Business**

**Election of Park Board Officers for 2022**

Dr. Beer stated that the Nominating Committee met on January 4<sup>th</sup> and nominated Mr. Taylor as President, Ms. Kristunas as Vice President, Ms. Zheng as Treasurer, and Mr. Rude as Secretary. The motion was seconded by Mr. Kirsh.

Mr. Rude said he wanted it known that the discussion among the three Members of the Nominating Committee was quite fruitful, and it was a really good experience. Board President Taylor said it was an honor to serve. He thanked the Committee Members for their vote of confidence and for serving on the Nominating Committee.

Board President Taylor called for the vote, and the motion was unanimously passed 7 – 0.

**Park Board Finance Committee Appointments**

Board President Taylor said as Park Board President, he had the opportunity to make appointments to the Finance Committee, which is the one and only standing committee according to the bylaws. According to the bylaws, the position of Treasurer, who is Ms. Zheng, serves as chair of the Finance Committee. Board President Taylor asked Dr. Beer and Mr. Westermeier to serve on the Finance Committee. Both Board Members agreed to serve on the Finance Committee for 2022.

**Carmel Plan Commission Appointment; Carmel Clay Parks Foundation Liaison Appointment**

Board President Taylor appointed Mr. Kirsh to the Plan Commission and requested Mr. Garretson to serve another year as Liaison to the Carmel Clay Parks Foundation.

**Ratification of 2021 General Fund End of Year Budget Line Transfers**

Assistant Director Baumgartner said this was an annual housekeeping item as it is a requirement of state law and mandated by the State Board of Accounts that all general fund lines finish at zero or in the net positive. To accomplish this mandate, the Department must transfer funds between line items. A summary of the transfers was included the Park Board packet. Because the transfers are within the same budget classification, they are within the Park Board's authority to ratify. The overall budget does not change, but some of the individual line items have been modified slightly. Assistant Director Baumgartner stated he was pleased to announce that the Department was, once again, under budget and returned approximately \$234,301.13 to its fiscal body. Since 2003 when the city (Carmel) became the fiscal agent for Carmel Clay Parks and Recreation, the Department has returned approximately \$2,425,597.45 for a 19-year average of \$127,663.02. Discussion followed.

Mr. Kirsh made a motion to ratify the 2021 end of year budget line transfers as presented, seconded by Dr. Beer.

Mr. Rude asked if returning monies impacted the Department's rainy-day funds. Director Klitzing said the dollars go back to the city as stipulated in the Interlocal Agreement. The Department's rainy-day funds are from the net income generated from the Monon Community Center, Extended School Enrichment, Dog Park, and other operations in 110 (*fund*), adding that it is a healthy fund. Discussion followed regarding the Department's funding, past and present.

Board President Taylor called for the vote, and the motion was unanimously passed 7 – 0.

**Consideration of Re-Bid for Replacement of Monon Greenway Structure #12**

Assistant Director Baumgartner provided a brief description and overview of the project. The Department received one bid from White Construction, LLC. American Structurepoint, the project engineer, and the Department's legal counsel reviewed the bid documentation and confirmed White Construction to be the lowest responsive and responsible bidder. Discussion followed including, but not limited to, a recent county project with tree removal, mitigation, locations, etc.

Mr. Kirsh made a motion to accept the bid from and award a contract to White Construction, LLC in the amount of \$571,000 for the Replacement of Monon Greenway Structure #12 and authorize the Engineer, the Director, the Assistant Director, and the Park Board Attorney to take all action necessary to complete the contracting process and authorize the Director or Assistant Director to sign a contract with the Bidder upon completion of the Park Board Attorney's review. The motion was seconded by Ms. Kristunas and unanimously passed 7 – 0.

Mr. Kirsh made a motion to delegate to the Director and the Assistant Director the authority to determine, in conjunction with the Engineer, whether it is in the best interest of the Board and the Department to add or change an item or items in the contract with White Construction, LLC and to approve each such change order up to an amount not to exceed his purchasing authority and in accordance with applicable Indiana law regarding change orders with a report to and ratification by the Park Board at a subsequent Park Board meeting. The motion was seconded by Ms. Kristunas. Discussion followed regarding additional costs incurred for the 103 Fund. Assistant Director Baumgartner said there would be no problems.

Board President Taylor called for the vote, and the motion was unanimously passed 7 – 0.

**Consideration of Estimate for Reimbursable Utility (Fiber)**

Assistant Director Baumgartner explained the necessity of the Board's approval for one reimbursable utility required for the Structure #12 project. MCI/Verizon has an existing fiber line under the western half of the Monon Greenway pavement, which must be relocated. Verizon received an estimate from JDH Contracting to relocate the fiber line for \$79,000.

Mr. Kirsh made a motion to accept the estimate provided by MCI/Verizon from JDH Contracting, Inc. to relocate the existing fiber line under the Monon Greenway and approve reimbursing MCI/Verizon the utility relocation expenses for an amount not to exceed \$79,000. The motion was seconded by Ms. Kristunas. After a lengthy discussion, Board President Taylor called for the vote, and the motion was unanimously passed 7 – 0.

Mr. Kirsh made a motion to authorize the Director, the Assistant Director, and the Park Board Attorney to take all action necessary to complete the reimbursement process and authorize the Director or Assistant Director to sign a reimbursement agreement with MCI/Verizon upon completion of the Park Board Attorney's review. The motion was seconded by Ms. Kristunas and unanimously passed 7 – 0.

**Ratification of Hydro-Vac Services for Lazy River Leak Detection**

Assistant Director Baumgartner spoke about the process to detect and repair the leak in the Lazy River located within The Waterpark. Staff requested the Board to ratify payment to SSI Excavating Services, Inc. in the amount of \$27,965.80.

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

**Tuesday, January 11, 2022**

**John W. Hensel Government Center**

Ms. Kristunas made a motion to ratify the actions of Director Michael Klitzing and Assistant Director Kurtis Baumgartner and compensate SSI Excavating Services, LCC in the amount of \$27,965.80 for hydro-vac services provided at The Waterpark in order to repair the Lazy River leak. The motion was seconded by Dr. Beer. Numerous questions followed with discussion surrounding the possible scouring and integrity of the Lazy River, the Department Capital Asset Management Plan, and long-term funding.

Ms. Kristunas stated she needed amended her motion to SSI Excavating Services, *LLC (not LCC)*. Dr. Beer seconded the amended motion. Board President Taylor called for the vote, and the motion was unanimously passed 7 – 0.

**Old Business**

**Bear Creek Park Master Plan Update**

Director Klitzing announced that SmithGroup has developed concept plans that will be shared at the third public input meeting on Tuesday, January 25<sup>th</sup>, at 6 p.m. at the Jill Perlman Pavilion. Director Klitzing encouraged all Park Board Members to attend. These same concept plans will be presented to several focus groups. SmithGroup will use the feedback to ultimately develop the master plan.

**Clay Township Impact Program Updates**

Director Klitzing stated construction is proceeding on all projects (*see Director's Report*).

**Attorney's Report**

Mr. Bosma stated he continues to work diligently with staff on a variety of items including three donation agreements in various stages of progress; funding solutions for the future; and current funding solutions including impact fees. Mr. Bosma will be joining Director Klitzing at the Council's Finance Committee Meeting on January 12<sup>th</sup> to discuss impact fees.

**Director's Report**

Director Klitzing said his written Director's Report was included in the Park Board packet.

Director Klitzing spoke about the upcoming public meeting for the Bear Creek Park Master Plan. He shared the backstory on the Bear Creek Park sticker that was developed by the marketing team after meeting with students in focus groups.

Director Klitzing stated he was working with a developer in the Legacy area about another possible parkland donation. (*Director Klitzing provided details using graphics of the area.*) The land is about 14.71 acres which has been effectively developed as a park providing a natural experience. Director Klitzing continued with descriptions of possible funding opportunities and connections to Conner Prairie and the Thomas Marcuccilli Nature Park.

Director Klitzing said he had been asked to attend a meeting of the City Council's Finance Committee on January 12<sup>th</sup> at 6 p.m. at City Hall regarding park impact fees. (*At this time, Director Klitzing presented his Overview of the Park Impact Fee.*)

**Information Items**

**Plan Commission**

Mr. Kirsh said he was under the impression that they have gone back to the drawing board on Altum's Gardens on Michigan Road. He did not think it would turn out favorable.

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

**Tuesday, January 11, 2022**

**John W. Hensel Government Center**

**Parks Foundation**

There was no update.

**School Board**

There was no report.

**Park Board Comments / Discussion**

Mr. Kirsh spoke about the upcoming closure of the Monon Trail between City Center and Gradle through October or November. Discussion followed regarding detours, etc.

Board President Taylor said the date for the first workshop has been set. Assistant Director Baumgartner announced that by consensus of the Board, the workshop would be held on February 26<sup>th</sup>. Director Klitzing said the workshop would be hosted at the Administrative Offices from 9 a.m. to noon. A meeting invite would be sent out.

**Adjournment**

Mr. Rude made a motion to adjourn the meeting, seconded by Ms. Kristunas, and unanimously passed 7 – 0. Board President Taylor adjourned the meeting at 8:32 p.m.

**Approved,**

DocuSigned by:

*Jenn Kristunas*

E89FED59E7D3419...

Signature

2/14/2022

Date

DocuSigned by:

*LD Rude*

B879793C48A14AA...

Signature

2/9/2022

Date

Meetings of the Carmel/Clay Board of Parks and Recreation are recorded and may be viewed at <https://vimeo.com/channels/parkboardmeetings> or see the archive of meeting recordings at <https://www.carmelclayparks.com/about-us/park-board/>.