

**Carmel/Clay Board of Parks and Recreation
Tuesday, February 8, 2022, 6:00 p.m.
John W. Hensel Government Center
10701 North College Avenue
Carmel, Indiana 46280**

Member(s) Present: Jessica Beer, James Garretson, Louise Jackson (*arrived at 6:10 p.m.*), 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; Jonathan Blake, Administration & Planning Director; Doug Kowalski, Kroger, Gardis & Regas, LLP

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 announced that there was a quorum. Board President Taylor called the meeting to order at 6:03 p.m. and asked everyone to rise 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 mentioned that the Strategic Plan Implementation Status Report was included. This report outlines key recommendations of the Master Plan and the Department's progress in meeting those recommendations. For the second consecutive year amidst a pandemic, which had a tremendous impact on the Department, CCPR accomplished much. At this time, Assistant Director Baumgartner provided some details within the Strategic Plan Implementation Status Report.

Assistant Director Baumgartner announced that the Department received a \$20,000 donation from Stephen Furry, in remembrance of his late wife, Amy, who passed away in March 2021 after losing her battle with cancer. Assistant Director Baumgartner first met with Mr. Furry last August to discuss different opportunities to honor Mrs. Furry. Mr. Furry decided to donate \$20,000 toward the future dog park expansion to include an off-leash dog trail into the north woods.

Board President Taylor said he thought the (Monon Community Center) passes looked good. Assistant Director Baumgartner added that the year is off to a good start. Discussion followed regarding Silver Sneakers and keeping information updated on a quarterly basis.

Mr. Kirsh questioned why the graphs for Fund 109 and Fund 108 cover different dates. Assistant Director Baumgartner said manipulation of the data was difficult due to transitioning to new software and the challenges it brings.

Committees

Finance Committee

Ms. Zheng stated the Finance Committee did not meet last month so there was nothing to report.

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Minutes

January 11, 2022 Annual and Regular Meeting

Mr. Rude made a motion to approve the minutes as submitted. The motion was seconded by Mr. Kirsh.

Mr. Garretson questioned the minutes as they did not reflect an answer to his question about achieving cost recovery in 2021 due to staffing levels. Director Klitzing said the minutes are not prepared in the same manner as a court reporter. When there is any discussion, the minutes will reflect that within the minutes.

Board President Taylor said that at any time a Park Board Member can make a motion to amend the minutes. Mr. Garretson declined. Director Klitzing added that the primary means of tracking discussions is via the video. Director Klitzing, Board President Taylor, Mr. Westermeier, Ms. Jackson, and Ms. Kristunas provided additional background and personal observations regarding meeting minutes. Mr. Nolting stated there is no legal requirement to have verbatim minutes. The current practice of using the video is above and beyond what is considered public transparency.

Board President Taylor called for the vote, and the motion was unanimously passed 9 – 0.

Financial Reports

Consolidated Financial Report for December 2021; CCPR P&L Statements for January 2022

Ms. Zheng made a motion to acknowledge receipt of the Consolidated Financial Report for December 2021 and to acknowledge receipt of the P&L Statements for January 2022. The motion was seconded by Ms. Kristunas.

Assistant Director Baumgartner stated that the Department did finish the year with each non reverting fund at 100 percent cost recovery. He commended staff in managing their respective budgets. Ms. Kristunas asked if he could add to the January reports.

Assistant Director Baumgartner said he and Director Klitzing have spoken about ESE and both feel the program is trending in the right direction with attendance continuing to increase. Fund 109 looks good as well, even with general insurance and cleaning expenses which skews the January numbers. All in all, the Department is right on track this year so far.

Board President Taylor called for the vote, and the motion was unanimously passed 9 – 0.

Claims

Claim Sheet February 8, 2022; Clay Township Claim Sheet February 8, 2022; CCPR Payroll for January 14, 2022 and January 28, 2022

Ms. Zheng made a motion to approve the claim sheet February 8, 2022; to approve the Clay Township Claim Sheet dated February 8, 2022; and to approve Payroll Wages and Liabilities for Payroll Dates January 14, 2022 and January 28, 2022. The motion was seconded by Ms. Kristunas.

Mr. Rude asked about the claim for Ellis Mechanical for repair of The Waterpark leak. Assistant Director Baumgartner confirmed the repair work was completed, and we are ready for the 2022 season.

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Mr. Rude asked about payment to the Spear Corporation. Assistant Director Baumgartner replied that this was for a purchase of a pool vacuum.

Board President Taylor called the vote, and the motion was unanimously passed 9 – 0.

Monetary Gifts, Grants, Partnerships, and Sponsorships for January 2022

Mr. Blake reported receipt of \$20,200.00 for the month of January: \$200 from an anonymous donor for Employee Appreciation and \$20,000 from Stephen Furry, which was discussed earlier in the meeting and will go toward the dog park expansion into the north woods.

Mr. Kirsh made a motion to accept the items as presented, seconded by Ms. Kristunas. On behalf of the Park Board, Board President Taylor offered condolences to Mr. Furry.

Board President Taylor called the vote, and the motion was unanimously passed 9 – 0.

New Business

Consideration to Purchase Replacement FlowRider Surface at The Waterpark

Assistant Director Baumgartner spoke about the need to replace the FlowRider surface at The Waterpark (*photo included in packet*). Staff has cleaned the surface thoroughly every year, but the vinyl is starting to show its age. Surfaces tend to typically last eight to 10 years, and we are in year 10 of this amenity.

Hydrotech, the manufacturer and sole provider of this surface, provided a quote, and if approved by the Park Board, it will be installed and ready to go prior to opening of The Waterpark.

Mr. Kirsh made a motion to accept the quote from Hydrotech Systems and authorize the Assistant Director of Parks and Recreation to execute a purchase order in the amount of \$41,060.62 in order to purchase new ride surface and safety padding. The motion was seconded by Mr. Rude.

Mr. Kirsh said as a user of the FlowRider, he had noticed the divider was looking a bit tired, and the Velcro appears to be worn out. Assistant Director Baumgartner said this request was for the main ride surface and the pad that comes up over the front. He will seek staff's recommendation on the divider, and if necessary, obtain a cost for the divider.

Board President Taylor asked about obtaining only one quote. Mr. Nolting advised that this would be considered a sole-source purchase and did not require a bid process.

Board President Taylor called for the vote, and the motion was unanimously passed 9 – 0.

Consideration to Purchase Cabana Furniture at The Waterpark

Assistant Director Baumgartner shared that the cabanas in The Waterpark have been extremely popular. The original furniture is worn out and needs to be replaced (*photos included in packet*). Additionally, the original furniture provided limited seating for four to six people, while the cabana itself could comfortably hold eight to 10 individuals. Staff recommended moving away fabric cushions and purchase furniture that is easier to clean and maintain. The furniture is commercial quality and is made of wicker material with a pad built in under the bottom side. Also, staff provided a layout to display the proposed seating with the new furniture (*photos of proposed furniture and layout included in packet*). Anacara Company was selected due to several factors including the only manufacturer that could guarantee availability prior to The Waterpark season.

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Mr. Kirsh made a motion to accept the quote from Anacara Company to purchase cabana furniture in the amount of \$60,390.00. The motion was seconded by Ms. Kristunas.

Mr. Kirsh asked if staff had a ballpark estimate of revenue generated from the cabanas. Assistant Director Baumgartner said it fluctuates each year. He said last year, revenue was about \$75,000 so the cabanas have definitely been a big success.

Mr. Garretson asked for clarification on the cushion on the new furniture. Assistant Director Baumgartner reiterated that there is a cushion on the bottom side of the wicker. But there is no fabric cushion. Mr. Garretson asked about disposal of the old furniture. Staff assured him that if discarded, the asset disposal procedures would be followed.

Board President Taylor called for the vote, and the motion was unanimously passed 9 – 0.

Old Business

Bear Creek Park Master Plan Update

Director Klitzing said he was pleased to report that SmithGroup was in town on January 24th and 25th for two days of public input for Bear Creek. This was the third round of public input. Director Klitzing provided additional information regarding the Bear Creek Park Master Plan process. He encouraged the Park Board Members to visit CCPR's website to view the recorded meeting, slides, and detailed information about the proposed plans. A lengthy discussion followed.

Clay Township Impact Program Updates

Director Klitzing stated construction is proceeding on all projects (*see Director's Report*). Director Klitzing provided photos of West Park.

Director Klitzing said that the Department has been working with Clay Township and Connor Prairie on the exact location of the pedestrian bridge that is being funded by Clay Township. It appears that the bridge will be close to the river ecology center as opposed to River Road. Also, looking to potentially partner with Delaware Township on the trail connection on Fishers' side, as well as cooperation between the city engineers for Carmel and Fishers.

Attorney's Report

In Mr. Bosma's absence, Mr. Kowalski presented the Attorney's Report.

Working through two property donations. Sunrise on the Monon – waiting on a survey of the property. Albany Village (*mentioned in the Director's Report*) – working with the developer to obtain a signed agreement.

There are no significant updates on litigation matters.

Received a contract for review from Assistant Director Baumgartner for Absorb, a learning management system software.

Continuing to work with staff and engineers on the relocation of utilities for Monon Structure #12.

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Mr. Westermeier asked about representation on the HOA Board for Sunrise on the Monon. Specifically, a seat on the board with veto power. Director Klitzing responded in the affirmative stating that this was still non-negotiable and a part of the agreement prior to accepting the park, which is formally named the Vera J. Hinshaw Park.

Director's Report

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

Director Klitzing stated that in the future, staff will use the same format for resolutions that has been adopted and is now being used by Clay Township. Instead of everyone signing the resolution, responses will be recorded and then one of the officers will attest to the record. This process was discussed with the Park Board President and the Park Board Attorney.

Director Klitzing added that the Department continues to struggle attracting part-time staff, which is the same problem throughout the country. He continued with statistical information and cited open positions.

Director Klitzing elaborated on one of the biggest challenges which is keeping lifeguards through the post season. Historically, the Department has tried to keep The Waterpark open until Labor Day, which has been a tradition in and throughout the Midwest, but more and more park systems, including Indianapolis, have started closing their pools when the kids go back to school. The Department is finally at that situation where we can no longer safely operate The Waterpark once the kids return to school resulting in the last day of operations to be Sunday, August 7th. Director Klitzing expanded on this challenge.

Board President Taylor said he had provided to Assistant Director Baumgartner the name of a company that might be able to provide the necessary staffing. He added that staff should reach out to this company prior to making a final decision on the end of the waterpark season, especially since August seems to have the warmest weather and a lot of people, including himself, enjoy The Waterpark on Saturdays and Sundays throughout the month. Assistant Director Baumgartner said that staff had difficulty making connection with the company and asked for assistance. Discussion followed.

Mr. Garretson asked about the status of Orchard Park and if Bob Sweeney had been involved in any of the discussions with the schools. Director Klitzing said Mr. Sweeney had not been involved. Mr. Garretson stated that the present expansion of the library facility will be its last, but that did not mean expansion will be over and that future expansions would probably be through branches as opposed to the main library. He added that the southern part of the Township needed service and perhaps both the parks and the library could go in together to utilize the Orchard Park facility. Director Klitzing said he would be happy to suggest such to the school, however, ultimately, the school has the final say since it is their property.

Information Items**School Board**

Ms. Jackson said she had nothing to report.

Plan Commission

Mr. Kirsh stated he would be happy to answer any questions from the Park Board. Due to the recent snow, the comp plan meeting was postponed.

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Parks Foundation

Mr. Garretson had no update.

Park Board Comments / Discussion

Ms. Zheng asked about the agenda for the upcoming Park Board workshop. Director Klitzing said items include an overview of the Interlocal, review of Board responsibilities, and strategic funding.

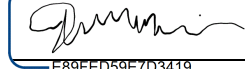
Mr. Garretson asked if the Department ever had any conversation with the Carmel Swim Club. Director Klitzing responded that the Club does not use CCPR's facilities, but staff have continual dialogue with them.

Adjournment

Mr. Rude made a motion to adjourn the meeting, seconded by Ms. Kristunas, and unanimously passed 9 – 0. Board President Taylor adjourned the meeting at 7:27 p.m.

Approved,

DocuSigned by:



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Signature

3/8/2022

Date

DocuSigned by:



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Signature

3/11/2022

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/>.