

**Carmel/Clay Board of Parks and Recreation
Tuesday, May 10, 2022, 6:00 p.m.
John W. Hensel Government Center
10701 North College Avenue
Carmel, Indiana 46280**

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

Member(s) Absent: Louise Jackson, Joshua Kirsh

Others Present: Michael Klitzing, Department Director/CEO; Kurtis Baumgartner, Department Assistant Director/COO; 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 announced that there was a quorum. Board President Taylor called the meeting to order at 6:02 p.m. and asked everyone to rise for the Pledge of Allegiance.

Presentation – Draft of Bear Creek Park Master Plan, SmithGroup

Gregg Calpino of SmithGroup and Jenelle Smagala of Synthesis were in attendance and presented the draft of the master plan for Bear Creek Park. *(After presentation of the draft master plan, discussion followed.)*

Public Comments

There were no public comments.

Staff Reports

Assistant Director Baumgartner said that Staff Reports were included in the Park Board packet.

Ms. Kristunas commented on the great PR. Board President Taylor added that the PR team does an excellent job.

Finance Committee

Ms. Zheng said she had nothing to report. Assistant Director Baumgartner announced that budget season has arrived. A Finance Committee meeting will be scheduled in July.

Minutes

April 12, 2022 Park Board Meeting

Mr. Rude made a motion to approve the minutes of the Park Board Meeting dated April 12, 2022, seconded by Ms. Kristunas, and unanimously passed 7 – 0.

Financial Reports

Consolidated Financial Report for March 2022; CCPR P&L Statements for April 2022

Ms. Zheng made a motion to acknowledge receipt of the Consolidated Financial Report for March 2022 and a motion to acknowledge receipt of the P&L Statements for April 2022, seconded by Ms. Kristunas.

Ms. Zheng asked about the drop in revenue for the ESE program. Assistant Director Baumgartner replied that camp registration was switched to EZChildTrack, which allows parents to enroll in camps on a payment plan. This will stretch revenue throughout the summer.

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

Claims

Claim Sheet May 10, 2022; Clay Township Claim Sheet May 10, 2022; CCPR Payroll for April 8, 2022 and April 22, 2022

Ms. Zheng made a motion to approve the Claim Sheet dated May 10 2022, the Clay Township Claim Sheet dated May 10, 2022, and the Payroll Wages and Liabilities for payroll dates April 8, 2022 and April 22, 2022, seconded by Ms. Kristunas, and unanimously passed 7 – 0.

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

Mr. Blake announced the Department received \$100 for staff appreciation from an anonymous donor. He added that the Department hosted a staff appreciation breakfast for full-time and part-time staff in March, which was well received. Staff received breakfast, a special T-shirt, and goodies in celebration of the Department's 30th anniversary. Ms. Kristunas made a motion to accept the donation as presented, seconded by Mr. Rude, and unanimously passed 7 – 0.

New Business

There was none.

Old Business

Parks & Natural Resources Office Renovation – Ratification of Monroe Construction Group, LLC Change Order 001

Assistant Director Baumgartner reminded the Park Board of the previously approved renovation project for the Parks & Natural Resources Office. At that time, the Board authorized the Director or Assistant Director to approve any necessary change orders not to exceed 20 percent of the contract price with a report to and ratification from the Board. The contractor provided additional work to correct dry rot from some old termite damage resulting in an additional cost of \$1,060. There was no active termite colony.

Ms. Kristunas made a motion to ratify Assistant Director Baumgartner's approval of Change Order No. 001 for the Parks and Natural Resources Office Renovation Project, seconded by Dr. Beer, and unanimously passed 7 – 0.

Bear Creek Park Master Plan Update

Director Klitzing had no additional updates.

Thomas Marcuccilli Nature Park Master Plan Update

Director Klitzing presented detailed information related to the master planning process for this new 63-acre park which is located in northeast Carmel, essentially south of 146th Street and just west of River Road. Currently there are three conceptual plans: Touchstone to Past Stories; Landscape Forward; and Framework. Director Klitzing encouraged Park Board Members and the general public to view the PowerPoint presentation and video on the Department's website. Director Klitzing added that MKSK, the consultant, presents the different concepts very eloquently. Also, there is an online survey to collect feedback which will be reviewed prior to the public meetings and focus groups in July. MKSK will draft a single concept for additional feedback with a presentation to the Park Board, similar to Bear Creek Park.

At this time, Director Klitzing responded to questions from Park Board Members. He clarified that he envisions elements from each of the three plans to be incorporated within the single concept.

Mr. Westermeier asked Director Klitzing if he remembered any Park Board action or statement that stipulates only natural materials be used within the parks for trails. Director Klitzing said he did not know of any formal resolution or action by the Park Board. Mr. Westermeier asked Park Board President Taylor if the Park Board could memorialize, through a formal resolution, a long-term commitment regarding standards for materials.

Clay Township Impact Program Updates

Director Klitzing said that the contractors are diligently working on Inlow Park, West Park, and Meadowlark Park; however, the wet weather has been an issue.

Attorney's Report

Mr. Bosma said CCPR has closed on the Sunrise on the Monon property increasing the Vera Hinshaw preserve by approximately two acres. He has received a signed agreement for Albany Village and is working on one detail for The Overlook donation. His office has responded to questions on employee benefits and opined on requirements for an AED program which is being done in conjunction with the City on the Monon Trail.

Mr. Bosma reported that he is working on a restated Interlocal Agreement between the City and the Township. The draft will be presented to staff first and then to the Park Board for review and comment. Mr. Bosma provided background information on his involvement with the Interlocal Agreement and amendments. He also spoke about future funding that will impact the content of the restated Interlocal. There was dialogue between Mr. Bosma and Mr. Garretson related to possible funding scenarios through the Township.

Director's Report

Director Klitzing said he emailed the Director's Report to the Park Board on Monday (*May 9th*).

Director Klitzing stated that he is working with Mr. Bosma and his team on a management agreement for property owned by the City of Carmel along or near the White River south of 116th Street. Mayor Brainard was amenable to this request, and Mr. Bosma is working with the City's Corporation Counsel to iron out the management agreements modeled after existing agreements for Founders Park and Hazel Landing Park. Director Klitzing anticipates bringing the agreements to the Park Board in June and presenting to the Board of Public Works the following day. The Department would assume responsibility in January of next year and incorporating any nominal maintenance fees into the 2023 budget.

Director Klitzing met with an artist from Zimbabwe earlier in the day about the potential of an art installation in Central Park. The art piece would be based off the buffalo or American bison and placed in a location that was envisioned within the Central Park Master Plan. This artist has already been commissioned by the City for a sculpture to be unveiled on Saturday along Main Street.

Board President Taylor asked about the AED program. Director Klitzing said this program has been driven by Councilors (*Jeff*) Worrell and (*Tim*) Hannon. It is being modeled off a very robust program in San Diego County, California. This is a collaborative partnership between the Carmel Fire Department and Carmel Clay Parks & Recreation as the initial phase is along the Monon and potentially expanding within other public gathering places.

Information Items

School Board

There was no report.

Plan Commission

There was no report.

Parks Foundation

Mr. Garretson reported that the Foundation had its first in-person meeting in three years. He said the meeting lasted three hours, and Director Klitzing made his presentation about finances in the first hour. The Foundation members were concerned about the Impact Fee waivers. Mr. Garretson spoke about the Foundation and funds vested through the Central Indiana Community Foundation. Mr. Garretson added that there was some confusion regarding funds requested by Director Klitzing. Director Klitzing said he had not received an update, but would be meeting several Foundation Board Members, including Dan Dutcher, for a park tour the next day.

Director Klitzing spoke in detail about the conceptual and specific requests submitted to the Parks Foundation followed by a short discussion regarding nonprofits and the Community Foundation.

Park Board Comments / Discussion

No comments or discussion.

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 8:03 p.m.

Approved,

Signature

Date

Signature

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/>.