

**Carmel/Clay Board of Parks and Recreation
Annual and Regular Park Board Meeting
Tuesday, January 10, 2023, 6:00 p.m.
John W. Hensel Government Center
10701 North College Avenue
Carmel, Indiana 46280**

Member(s) Present: James Garretson, Carrie Holle, Joshua Kirsh, Kristin Kouka, Jenn Kristunas, Linus Rude, Rich Taylor, Mark Westermeier

Member(s) Absent: Lin Zheng

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 there was a quorum. Board President Taylor called the meeting to order at 6:01 p.m. followed by the Pledge of Allegiance.

Board President Taylor welcomed and introduced two new Park Board members. Kristin Kouka, newly elected to the Carmel Clay School Board, was appointed to a one-year term on the Park Board. Carrie Holle, appointed by the Mayor (*Brainard*), will serve a four-year term.

Public Comments

There were no public comments.

Staff Reports

Assistant Director Baumgartner welcomed Ms. Kouka and Ms. Holle to the Park Board.

Assistant Director Baumgartner said Staff Reports were included in the Park Board packet. He asked members to review the quarterly contract log, that was included in the packet, and advise staff of any possible conflicts of interest. Board President Taylor addressed the two new Board members and stressed the importance to insure there are no conflicts of interest.

Mr. Westermeier asked about Constellation (*Constellation NewEnergy-Gas Division, LLC*). Assistant Director Baumgartner said he was pleased with this program, and the Department has saved money over the years. He informed the Board that Constellation is a natural gas provider, which allows the Department to receive natural gas at a reduced cost. Additional information followed.

Board President Taylor said it appears that the 108 Fund (*Extended School Enrichment*) and the 109 Fund (*Monon Community Center*) had record net income for 2022. Assistant Director Baumgartner confirmed. He said that he is very proud of the staff who did a phenomenal job of managing their budgets and deserve all the credit.

Board President Taylor spoke briefly about the mandate that requires the Monon Community Center to generate enough revenue to cover its operating expenses. Director Klitzing said it took a while for membership to grow, but it has bounced almost all the way back to pre-pandemic.

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Committees

Finance Committee

In Ms. Zheng's absence, Board President Taylor advised that the Finance Committee had not met so there was no report.

Nominating Committee

Mr. Garretson apologized for being late to the meeting, but he agreed with the two other members who decided to recommend the Park Board retain the same officers as last year (2022). Mr. Kirsh made a motion to accept the proposed slate of officers, seconded by Mr. Westermeier.

Mr. Bosma advised that the names be said out loud for the record. Board President Taylor assisted Mr. Garretson with the names, which were as follows: Mr. Taylor, President; Ms. Kristunas, Vice President; Secretary, Mr. Rude, and Ms. Zheng, Treasurer.

Ms. Kristunas asked Mr. Bosma for clarification as Board President Taylor is running for an elected position (*City Council Member At-Large*). Mr. Bosma responded that he would check the necessary documents and advise later in the meeting.

Board President Taylor called for the vote, and the motion was unanimously passed 8 – 0.

Minutes

December 13, 2022 Park Board Meeting

Mr. Rude made a motion to approve the minutes of the Park Board Meeting dated December 13, 2022, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

Financial Reports

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

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for November 2022 and to acknowledge receipt of the P&L Statements for December 2022, seconded by Mr. Garretson.

Board President Taylor said it was awesome to see 118% cost recovery for 109 (*Monon Community Center*) and ESE (*Extended School Enrichment*) at 129%. Assistant Director Baumgartner stated that the quoted percentages were from the Consolidated Financial Statement through November, so the final numbers have not been finalized.

Mr. Kirsh and Board President Taylor commended the staff on this amazing job. He asked Director Klitzing and Assistant Director Baumgartner to relay this to Eric (*Mr. Mehl*) and the rest of the team.

Board President Taylor called for the vote, and the motion was unanimously passed 8 – 0.

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Claims

Claim Sheet January 10, 2023; Clay Township Claim Sheet January 10, 2023; CCPR Payroll for December 2, 2022, December 16, 2022, and December 30, 2022

Ms. Kristunas made a motion to approve the Claim Sheet dated January 10, 2023; and to approve the Clay Township Claim Sheet dated January 10, 2023; and to approve Payroll Wages and Liabilities for Payroll dates December 2, 2022, December 16, 2022, and December 30, 2022, seconded by Mr. Garretson

At this time, Mr. Bosma responded to the earlier question regarding Park Board officers and members. He announced that 2.2 of the *Interlocal* details appointment of members, and 2.2.e. states, "An elected official of the City or Township shall not be eligible to serve as a member of the Joint Board."

Board President Taylor called for the vote, and the motion was unanimously passed 8 – 0.

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

Assistant Director Baumgartner reported three contributions were received in December for the Gift Fund totaling \$199.75: two donations (\$100 & \$65) were anonymous, and one (\$34.75) was a refund from ADT.

Mr. Kirsh made a motion to accept the items as presented, seconded by Ms. Kristunas, and unanimously passed 8 – 0.

New Business

Election of Park Board Officers for 2023

(Agenda item addressed earlier in meeting.)

Park Board Finance Committee Appointments

Board President Taylor stated that according to the Bylaws, the Treasurer (*Ms. Zheng*) serves as the Chair of the Finance Committee. The other two appointed members are Mr. Westermeier and Ms. Holle.

Carmel Plan Commission Appointment

Board President Taylor announced that Mr. Kirsh would continue to serve on the Plan Commission as he has gained a tremendous amount of experience over the years.

Carmel Clay Parks Foundation Liaison Appointment

Board President Taylor said that after discussions with Director Klitzing, he decided to appoint Director Klitzing as the Liaison to the Foundation as he frequently engages in communications with them. Board members may contact Director Klitzing for information related to the Parks Foundation.

Mr. Garretson said that in his very limited experience, he has found that the Foundation members have tremendous respect for Director Klitzing, but they are not convinced that the Board is informed. Director Klitzing said he would make sure the Board is informed and that the Foundation is aware of the Board's preferences.

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Ratification of 2022 General Fund End of Year Budget Line Transfers

Assistant Director Baumgartner said that state law and the State Board of Accounts mandate that all general fund budget lines be at zero or finish in the positive. A summary of the line transfers was included in the Board packet. Since these transfers are within the same budget classification, the Park Board has the authority to approve. Assistant Director Baumgartner pointed out that in December (2022), the City Council approved a major item transfer of \$200,000.91; these funds were encumbered to help cover additional expenses related to the Monon Structure 12 project. He stated he was pleased to report that once again the Department finished under budget and returned approximately \$181,700.46 to the respective fiscal bodies. Since 2003 when the City became the fiscal agent for the Department, approximately \$2,623,603.95, a 20-year average of \$131,180.20, has been returned.

Board President Taylor explained the reverting fund process. For a number of years, the City has funded 100% of the 101 Fund, which is our main operating budget. Mr. Westermeier commended Director Klitzing and Assistant Director Baumgartner for their hard work. He has personal experience and knows the complexity of accomplishing this task. Mr. Kirsh added that staff has done a great job in developing a successful budgeting process.

Board President Taylor called for the vote, and the motion was unanimously passed 8 – 0.

Consideration of Professional Services Agreement with PROS Consulting, Inc. for Development of the Comprehensive Master Plan

Director Klitzing provided detailed background information related to the current Master Plan and the need to develop a new one to address transformative changes on operations in part due to the Covid-19 pandemic. He recommended that the Park Board approve a new professional services agreement with PROS Consulting for development of the new five year Comprehensive Parks and Recreation Master Plan.

The master plan is basically the most significant planning tool and guides the management and development of the park system. Moving forward with a new master plan puts the department one year ahead of our schedule as the current master plan covers 2020 through 2024. Director Klitzing delivered remarks about the current master plan and the need to expedite a new one at this time. Director Klitzing conveyed the costs, similarities, differences, and components of the current and proposed new master plan.

Mr. Kirsh made a motion to authorize the Director or Assistant Director, upon the review and consent of the Park Board Attorney, to execute a professional services agreement with PROS Consulting, Inc. in an amount not to exceed \$269,420 for development of the comprehensive master plan.

Mr. Garretson asked for clarification. Director Klitzing said he did not want to wait two years for a new plan. The current plan has effectively been implemented and some circumstances that were the basis for the current master plan are no longer applicable. Board President Taylor added that the Department's master plan is embraced by the Department. Mr. Rude said he applauds the decision to move forward with a new master plan. Discussion followed.

Board President Taylor called for the vote, and the motion was unanimously passed 8 – 0.

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Old Business

Clay Township Impact Program Updates

Director Klitzing said that all of the Clay Township Impact Program parks are open. There are some punch list items in various parks, but nothing that precludes the public from safely enjoying the parks.

Director Klitzing added that there are ongoing discussions with the Township regarding a pedestrian bridge over White River, as well as planning for the Japanese Garden expansion south of City Hall. These projects are spearheaded through the Township. Discussion followed.

Mr. Garretson asked about the playground safety surface issues. Director Klitzing responded at length followed by discussion.

Attorney's Report

Mr. Bosma welcomed the two new Board members and provided an overview of his position relative to the Park Board and Clay Township.

Mr. Bosma is working on the project agreement for SJCA, architects and designers for the White River Trail (*Greenway*) project.

Work continues on agreements for 'The Corner' and the Carmel Redevelopment Commission, who is paying for the architect and inspector fees for design and development of the connector from Central Park to 'The Corner.' After six months, the Park Building Corp has agreed to the easement. Nick Kestner, Chair of the Park Building Corp, has relayed that he concurs with decisions made by Director Klitzing.

Work continues on the tuition benefit program for part-time employees.

Director's Report

Park Board Workshop; 6 p.m., **Tuesday, January 17, 2023**; Jill Perelman Pavilion
Director Klitzing reminded the Board of the upcoming Workshop on Tuesday, January 17, at West Park. The Workshop will focus on the roles and responsibilities of the Park Board, communication protocols within the Park Board, and between the Park Board and the Department, as well as discussion on the type of information Board members want to see in the Board packets. The Department has hired Austin Hochstetler of Zec Eight Insights to facilitate the Workshop. Discussion followed.

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

Director Klitzing said he would be attending the (*Carmel Clay*) School Board workshop on January 30th to present an overview of requests to consider using two different school properties: southwest corner of Main Street and River Road for a potential dog park; and property immediately south of the parking structure for the (*Carmel Clay*) Public Library, north of Carmel Elementary School for a potential Chinese garden.

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Director Klitzing announced that last Friday (*January 6th*), he was very pleased to hear that we will be receiving a \$1,000,000 grant from Hamilton County towards wetland restorations or projects related to the White River Greenway North extension. When pursuing the READI grants, the County said they would provide \$1,000,000 each to Fishers, Carmel, and Noblesville if each were selected. The Department's White River Greenway North Extension and Fisher's White River Park were approved for the READI grants.

Mr. Garretson asked about the Department's usage of the sports building at Badger Park. Director Klitzing reflected on the successful summer camp, Move to Improve, that was hosted at the Fieldhouse.

Mr. Westermeier inquired about flushing the valves at the Monon Community Center. When he read about this project in the Director's Report, he was reminded of the problem with pinhole leaks in the copper tubing. Assistant Director Baumgartner responded that there have been no additional issues since the upgrades in the West Den a few years ago.

Mr. Westermeier asked if anymore leaks were discovered in the Lazy River at the end of The Waterpark season. Assistant Director Baumgartner said there was nothing alarming, but issues may arise in the spring when everything is turned back on.

Information Items

Board President Taylor briefly explained to the new Park Board members the intent of the Information Items as related to the School Board, Plan Commission, and Parks Foundation.

School Board

There was no report.

Plan Commission

Mr. Kirsh said he had nothing specific to report, but would be happy to address any questions.

Parks Foundation

Director Klitzing said he has been in correspondence with Dan Dutcher, Parks Foundation President. The Foundation is committed to providing a matching grant towards the Resource Development Coordinator position that has been approved for this calendar year. This new position will help with sponsorships, as well as pursuing grants for the benefit of the Carmel Clay parks system. The position will report to the Administration and Planning Director. The Foundation is very excited to help contribute towards this position which will be one of our critical elements in addressing capital funding needs of the park system for years to come.

Park Board Comments / Discussion

Mr. Kirsh stated he would answer any question regarding the upcoming construction season. He spoke about the lack of cement and how it has impacted projects as many contractors do not stockpile.

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Adjournment

Mr. Rude made a motion to adjourn the meeting, seconded by Ms. Kristunas. Board President Taylor adjourned the meeting at 7:14 p.m.

Approved,

DocuSigned by:
LD Rude
Signature 0048A14AA...

2/15/2023
Date

DocuSigned by:
Jenn Kristunas
Signature E7D3419...

2/15/2023
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/>.