

**Carmel/Clay Board of Parks and Recreation  
Tuesday, February 14, 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, Lin Zheng

**Member(s) Absent:** None

**Others Present:** Michael Klitzing, Department Director/CEO; Kurtis Baumgartner, Department Assistant Director/COO; Eric Mehl, Administration & Planning Director; Doug Kowalski, Park Board Legal Counsel

**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.

**Public Comments**

There were no public comments.

**Staff Reports**

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

Assistant Director Baumgartner added that CCPR partnered with the Carmel Engineering Department on the Carmel utility insert (*copy in packet*) which focused on the Clay Township Impact Program projects. Also included were news articles on the White River Greenway North Extension and Westermeier Commons. Assistant Director Baumgartner asked the Board to peruse the 2022 Strategic Plan Implementation Status Report as it highlights the Department's accomplishments with regard to the goals outlined within the Parks and Recreation Master Plan.

Assistant Director Baumgartner introduced Mike Normand, who was in the audience. Mr. Normand is the new Recreation & Facilities Director. He started as an intern and has held many different positions during his 14 year tenure. He has a wealth of knowledge and is a Certified Park and Recreation Professional.

Assistant Director Baumgartner turned his focus to Mr. Mehl who is now the Director of Administration & Planning. Mr. Mehl has been with the Department for almost 13 years, starting as the aquatics program supervisor. His operational experience will prove extremely beneficial to the Administration & Planning Division. He, too, is a Certified Park and Recreation Professional.

(Applause)

Board President Taylor congratulated Mr. Mehl and Mr. Normand.

**Finance Committee**

Ms. Zheng stated the Finance Committee did not have a meeting last month (*January*).

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**Minutes**

**January 10, 2023 Annual and Regular Park Board Meeting**

Mr. Rude made a motion to approve the minutes of the Annual and Regular Park Board Meeting dated January 10, 2023, seconded by Ms. Kristunas, and unanimously passed 9 – 0.

**January 17, 2023 Park Board Workshop**

Mr. Rude made a motion to approve the minutes of the Park Board Workshop dated January 17, 2023, seconded by Ms. Kristunas.

Mr. Rude commented that there was good discussion during the workshop. Board President Taylor said he enjoyed it, too.

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

**Financial Reports**

**Consolidated Financial Report for December 2022; CCPR P&L Statements for January 2023**

Ms. Zheng made a motion to acknowledge receipt of the Consolidated Financial Report for December 2022 and acknowledge receipt of the CCPR P&L Statements for January 2023, seconded by Mr. Kirsh.

Assistant Director Baumgartner stated that 108, 109, and 110 funds had a phenomenal year. The directors and management team did a great job keeping expenses down and reaping the benefits of people returning and spending their discretionary time and money with the Department.

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

**Claims**

**Claim Sheet February 14, 2023; Clay Township Claim Sheet February 14, 2023; CCPR Payroll for January 13, 2023 and January 27, 2023**

Ms. Zheng made a motion to to approve the Claim Sheet dated February 14, 2023; to approve the Clay Township Claim Sheet dated February 14, 2023; and to approve the Payroll and Liabilities for the Payroll dates January 13 and January 27, 2023, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

**Monetary Gifts, Grants, Partnerships, and Sponsorships for January 2023**

Mr. Mehl reported the Department received a grant of \$1,000,000 from Hamilton County designated for the Hamilton County South River District Infrastructure.

Mr. Kirsh made a motion to accept the item as presented, seconded by Ms. Kristunas.

Mr. Kirsh asked staff to give more information on the grant. Director Klitzing provided a detailed overview followed by discussion.

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

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**New Business**

**Consideration of Quotes to Purchase Fitness Equipment**

Assistant Director Baumgartner requested approval to purchase fitness equipment. He explained that the current fitness equipment was no longer under warranty and had reached its end of life. He provided specifics related to the equipment and added that having new shiny equipment is a big part of why people choose the Monon Community Center.

Ms. Kristunas inquired about the updated technology. Mr. Normand confirmed that the equipment is compatible with Bluetooth, etc. Ms. Kristunas asked if the replacements were one for one. Mr. Normand replied yes, except for the ellipticals. With the fitness center transition, 10 ellipticals will replace 12 to open more space for strength training equipment.

Ms. Kristunas made a motion to accept the quote from Direct Fitness Solutions and authorize the Assistant Director to execute a purchase order in the amount of \$127,204.22 to purchase the identified Precor and Freemotion fitness equipment, seconded by Ms. Zheng, and unanimously passed 9 – 0.

**Consideration to Purchase Shelters for West Park**

Assistant Director Baumgartner prefaced the request for new shelters by describing the recent renovations in West Park. The main shelter, which was a popular rental destination, now serves as a non-reservable community shelter. The addition of these three shelters will be a huge benefit to the park and provide some additional revenue for the Department. More information followed. The Park Board can approve the direct purchase as authorized by Indiana Code Section 5-22-10-5.

Mr. Garretson asked about the possibility of naming rights as a revenue source. Director Klitzing said thanks to the 2023 budget approved by the Park Board and a matching grant from the Carmel Clay Parks Foundation, the Department is bringing on a Resource Development Coordinator this year. This individual will report to Mr. Mehl, and one of the tasks will be to help identify and secure sponsors for amenities very much like these shelters. Discussion followed.

Ms. Kristunas made a motion to authorize the purchase of three shelters at West Park from RCP Shelters, Inc. in the amount of \$117,688.50 using special purchasing provisions as authorized by Indiana Code Section 5-22-10-5, seconded by Mr. Rude.

Board President Taylor asked about the shelter roof. Director Klitzing replied that the rendering of the shelter does not reflect the steel roof, which is substantially similar to other shelters. Mr. Rude inquired about the additional storage room affixed to the larger shelter. Discussion followed.

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

**Consideration of Bids for The Waterpark Cabana Additions**

Assistant Director Baumgartner presented an overview of the cabanas in The Waterpark and the request for the additional 10 cabanas. Not only will the cabanas be well received by the public, but they will also provide an additional source of revenue. Staff recommended the Board approve the bid from Ferguson Construction, which was deemed the lowest responsive and responsible bidder by Weihe Engineers.

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If approved, construction and installation should be completed prior to Memorial Day. Discussion followed including description, maintenance, and furniture of the cabanas and a refresher on the purchase of cabanas that was approved in December 2022. Mr. Rude asked if they were made in the United States. Assistant Director Baumgartner said he would find out.

Mr. Kirsh brought up his previous request for consideration of cabana hosts. He feels strongly that cabana hosts could check in with guests and offer concessions for purchase to generate a little bit more income. Ms. Holle added that when she served on the board at The Bridgewater Club, they implemented that type of service at the pool, and it dramatically increased revenue.

Ms. Kristunas made a motion to authorize the bid from and award a contract to Ferguson Construction in the amount of \$388,700 for site work and installation of cabanas at The Waterpark, and authorize the Director, the Assistant Director, and the Park Board Legal Counsel to take all actions necessary to complete the contracting process, seconded by Mr. Kirsh.

Board President Taylor asked about the site plan in regards to the easement. Director Klitzing replied that an adjustment was made so the fence would not be within the easement.

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

Ms. Kristunas made a motion to delegate to the Director and 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 Ferguson Construction and to approve each change order in 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 meeting, seconded by Mr. Kirsh.

Board President Taylor explained the need for the staff to be able to approve change orders to keep the project on schedule. Mr. Rude asked where Ferguson Construction was located. Assistant Director Baumgartner said he would find out and get back with him.

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

**Old Business**

**Clay Township Impact Program Updates**

**Consideration of Resolution G-2023-001 Adopting the Schematic Design Drawings for the White River 106<sup>th</sup> Street Pedestrian Bridge and Related Improvements**

Director Klitzing presented a lengthy, detailed overview of the White River 106<sup>th</sup> Street Pedestrian Bridge, approved within the Clay Township Impact Program and part of the agreement between the Park Board and the Township. Discussion followed. Ms. Kouka added that she liked the design of the minimal disruption to the natural environment. When she was there recently, she saw five bucks crossing the road. It truly is a special park area for the community and should be preserved.

Ms. Kristunas made a motion to approve Resolution G-2023-001, seconded by Mr. Rude.

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Board President Taylor said he was ecstatic about this project. It has been a lot of hard work by a lot of people, in particular Matthew Snyder in Clay Township. We had a lot of roadblocks, but we kept coming up with new solutions. He thanked Director Klitzing for the presentation.

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

**Attorney's Report**

Mr. Kowalski stated he is working with Assistant Director Baumgartner on procurement to save the Department as much money as possible within the law.

Mr. Kowalski announced good news as the agreement for 'The Corner' has been executed.

Lastly, legal counsel is working through some insurance issues on the 116<sup>th</sup> Street mural.

**Director's Report**

Director Klitzing shared his quarterly report that he presented to the City Council a week ago Monday (*February 6, 2023*) providing everyone with the same information. Within his presentation he highlighted four reimagined parks, thanks to the Clay Township Impact Program and a big thank you to Matthew Snyder for his role in helping the (*Clay*) Township see the vision and the potential to fund the redevelopment of Inlow, Meadowlark, River Heritage, and West Parks. (*The following 2022 highlights were included in Director Klitzing's presentation.*)

**Reimagined Parks Opened**

Lawrence W. Inlow Park

Meadowlark Park

River Heritage Park

West Park

**Customers Served**

579,077: Visitors to MCC & The Waterpark

107,446: Program participants

6,992: Camp participants

2,055: Before/after-school participants

3,357: Volunteer hours

**Information Items**

**Plan Commission**

Mr. Kirsh mentioned that BJ's Wholesale wants to put in a gas station between Lowe's Way and Little Cool Creek. He said he is confident in the City's Engineering Department to address any environmental concerns.

Mr. Kirsh announced that he was moved from the Residential Committee to the Commercial Committee of which he was made Chair at the last meeting.

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**School Board**

Ms. Kouka said she had nothing to report.

**Parks Foundation**

There was no report.

**Park Board Comments / Discussion**

Mr. Rude said his wife requested he mention that this meeting (*February 14, 2023*) was interfering with Valentine's Day celebrations.

Assistant Director Baumgartner responded to questions by Mr. Rude.

- Ferguson Construction is located in Greenfield, Indiana.
- The cabanas (*for The Waterpark*) are manufactured in the United States.
- The RCP shelters (*for West Park*) are manufactured in the United States.


Mr. Rude said that was wonderful.

**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:



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Signature

4/13/2023

Date

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Signature

4/13/2023

Date

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