

**Carmel/Clay Board of Parks and Recreation
Tuesday, March 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 6:02 p.m. followed by the Pledge of Allegiance.

Recognition of Service to the Carmel/Clay Board of Parks and Recreation

Board President Taylor announced he had the distinct pleasure to recognize former Park Board members Louise Jackson and Dr. Jessica Beer.

Board President Taylor asked Ms. Jackson to the front of the room and thanked her for her service on the Carmel/Clay Board of Parks and Recreation for 2021 and 2022. Afterwards, he presented a framed picture which was taken at Central Park.

Board President Taylor asked Dr. Beer to the front of the room and thanked her for her service on the Carmel/Clay Board of Parks and Recreation from 2019 through 2022 as a Carmel Mayoral appointment. He also presented to Dr. Beer a framed picture that was taken at Central Park.

(Applause)

Director Klitzing thanked Dr. Beer and Ms. Jackson for their contributions on the Park Board. He added that it was a pleasure to work with them, and he appreciated their input over the years. The citizens of the community who serve on the Park Board truly make it a 'true' parks system. Individuals who serve on the Park Board represent the voice of the community and become advocates for the citizens.

Public Comments

There were no public comments.

Staff Reports

Assistant Director Baumgartner stated Staff Reports were included in the Park Board packet. He, too, thanked Dr. Beer and Ms. Jackson for their service.

Finance Committee

Ms. Zheng stated the Finance Committee did not meet last month (*February*).

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Minutes

February 14, 2023 Park Board Executive Session

Mr. Rude made a motion to approve the minutes of the Park Board Executive Session dated February 14, 2023, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

February 14, 2023 Park Board Meeting

Mr. Rude made a motion to approve the minutes of the Park Board Meeting dated February 14, 2023, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

Financial Reports

Consolidated Financial Report for January 2023; CCPR P&L Statements for February 2023

Ms. Zheng made a motion to acknowledge receipt of the Consolidated Financial Report for January 2023 and acknowledge receipt of the P&L Statements for February 2023, seconded by Mr. Kirsh, and unanimously passed 9 – 0.

Claims

Claim Sheet March 14, 2023; Clay Township Claim Sheet March 14, 2023; CCPR Payroll for February 10, 2023 and February 24, 2023

Ms. Zheng made a motion to approve the Claim Sheet dated March 14, 2023; and to approve the Clay Township Claim Sheet dated March 14, 2023; and to approve the Payroll and Liabilities for payroll dates February 10 (2023) and February 24, (2023), seconded by Mr. Kirsh. Mr. Westermeier asked which months have three payrolls. Assistant Director Baumgartner said he did not know, but would find out.

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

Monetary Gifts, Grants, Partnerships, and Sponsorships for February 2023

Mr. Mehl said there was nothing to report for February. Board President Taylor asked when the Department will add the new staff member who will look for partnerships and sponsorships. Director Klitzing responded that the position has been posted and hopes to fill that position within the next four to six weeks.

New Business

Consideration of Resolution G-2023-002 Naming the Jim Engledow Commons in West Park

Director Klitzing spoke about Mr. Jim Engledow, who passed away on August 2, 2022. After discussions with the Park Board and the Engledow family, and in recognition of his service to the Park Board and community, the Department will honor Jim Engledow by naming a section within West Park the 'Jim Engledow Commons.' The Jim Engledow Commons will include the newly renovated area in West Park including the playground, the splash pad, the restroom area, and shelters. The signs will be very similar to the ones in front of Westermeier Commons (*in Central Park*). It is anticipated that the sign be unveiled at the rededication of West Park celebrating the incredible transformation of the park thanks to the Clay Township Impact Program.

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Mr. Kirsh made a motion to approve Resolution G-2023-002, seconded by Mr. Rude. Both Mr. Kirsh and Mr. Westermeier shared their personal thoughts about Jim Engledow. Although not typical, Director Klitzing asked Board President Taylor if he could read the Resolution for the record and the public.

(See attached Resolution G-2023-002)

Board President Taylor added his personal comments about Jim Engledow and his contributions to the Parks Board and the Carmel Clay community. It is an honor to recognize Jim Engledow and his service to parks.

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

Consideration of Bids to Construct Shelters at West Park

Assistant Director Baumgartner asked that the Board approve construction of three shelters at West Park. Direct purchase of the shelters was approved at the February Park Board meeting. The bid includes complete construction of the shelters. One bid was received from United Construction. Assistant Director Baumgartner added that this contractor performed work at River Heritage Park and was wonderful to work with throughout the project. Discussion followed.

Ms. Kristunas made a motion to authorize the bid from and award a contract to United Construction in the amount of \$360,071 for site work and installation of shelters at West Park, 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. Rude, and unanimously passed 8 – 0 *(Mr. Garretson was not in the room when the vote was called.)*

Ms. Kristunas made a motion to delegate to the Director and Assistant Director the authority to determine 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 United 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. Rude.

Board President Taylor asked about the expected completion date. Assistant Director Baumgartner said he would be conservative and estimate completion in the fall.

Board President Taylor called for the vote, and the motion was unanimously passed 8 – 0 *(Mr. Garretson was not in the room when the vote was called.)*

Consideration of Monon Community Center Multipurpose Room West/KidZone Improvements

Assistant Director Baumgartner said that this project was in the works pre-Covid. The Department reengaged Williams Architects, the original designer of the Monon Community Center, Luckey Climber, and PlayPros to develop plans for an indoor playground renovation project. Pictures of the current KidZone, Multipurpose Room West, and the proposed concepts were included in the Park Board packet.

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Director Klitzing stated that the Luckey Climber would be the signature feature with petals enclosed with netting to prevent falls. Typically, Luckey Climbers are not designed to include a slide feature; however, the Department has requested two integrated slides. The petals will be designed with LED lights so they will light up in the dark adding an artistic feel and visible from 111th Street. This will be a one-of-a-kind amenity that will increase day passes and memberships. Discussion followed.

Mr. Kirsh made three consecutive motions: 1) to approve the Professional Services Agreement with Williams Architects for the Monon Community Center Multipurpose Room West/KidZone Improvement Project for the sum of \$240,000 and authorize the Director or Assistant Director to execute the same; 2) authorize the Director or Assistant Director to execute a change order with Williams Architects if bids received exceed \$2,900,000, in order to compensate Williams Architects at 8% of hard construction costs; and 3) authorize Williams Architects, the Director, the Assistant Director, and the Park Board Legal Counsel to take all steps necessary and appropriate to bid the Monon Community Center Multipurpose Room West/KidZone Improvement Project. Ms. Kristunas seconded the motions.

After discussion, Board President Taylor called for the vote, and the motions were unanimously passed 9 – 0.

Consideration of Resolution B-2023-001 Requesting Establishment of a New Cash Account within Parks and Recreation Non-Reverting Capital Fund 103

Director Klitzing provided a detailed report on establishing a new cash account within Fund 103 for all Local Income Tax (LIT) because of a recent rule change by the State Board of Accounts (SBOA). The local income tax dollars attributable to the Central Park Bond under the Interlocal Agreement are dedicated for park capital projects that are approved by the Park Board. At the conclusion of Director Klitzing's informative presentation, a lengthy discussion followed.

Mr. Kirsh made a motion to approve Resolution B-2023-001, seconded by Ms. Kristunas. After a few remarks by Board President Taylor, he called for the vote, and the motion was unanimously passed 9 – 0.

Old Business

Consideration of Resolution G-2023-003 Adopting the Thomas Marcuccilli Nature Park Master Plan

Director Klitzing presented background and a detailed overview of the proposed Master Plan that was presented to the Park Board on October 11, 2022. No changes were made after the presentation; however, it took MKSK significantly more time than anticipated to complete the written report. Project goals included:

1. Preserve unique nature and experience of the site;
2. Accommodate passive usage;
3. Provide education and storytelling from unique perspectives;
4. Connectivity to the surrounding community; and
5. Innovative approach to planning.

A lengthy discussion followed.

Mr. Kirsh made a motion to approve Resolution G-2023-003, seconded by Mr. Rude, and unanimously passed 9 – 0.

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Attorney's Report

Mr. Kowalski announced exciting news about the results in small claims court yesterday (*March 13, 2023*). This was regarding the case where an individual had applied for a monthly (*Monon Community Center*) pass and after five years, tried to get a refund; however, the court ruled in parks favor. Otherwise, working through RFPs, contracts, and projects.

Director's Report

Director Klitzing stated that the Director's Report was included in the Park Board packet.

Director Klitzing added that staff is currently in the process of evaluating paid leave programs for both full-time and part-time staff. The Department wants to be proactive in establishing a competitive work environment making sure that the compensation programs, which include paid leave, are appropriate to attract and retain employees. It is anticipated that the paid leave proposals will come before the Park Board for consideration and approval.

Another item Director Klitzing brought to the Park Board's attention is the Chinese Garden. The Department has been working with Purdue University Professor Dr. Yiwei Huang, along with 64 students of which two are Carmel residents, to help develop a concept plan for a possible Chinese Garden in Carmel. On March 5th, they hosted a public meeting that was held in conjunction with the Chinese School at Carmel High School. Dr. Huang and her students have done a wonderful job in developing a general assessment of the proposed site located on property owned by Carmel Clay Schools. The School Board was receptive to the Department exploring the possibility and any proposed recommendations will go back to the School Board for their consent. Director Klitzing described the proposed site and showed pictures of existing Chinese Gardens with different features. It is anticipated that the concept will be ready in time for a presentation to the School Board in April, followed by the Park Board. It has been very exciting to see the strong support within the community, especially the Chinese community within Carmel, who appreciate this idea. Director Klitzing has been upfront with the community that the Department has no funds committed toward this development. The concept plans will help determine how much money is needed. Hopefully, the community's excitement will help secure funding from the city (*Carmel*) and/or the private sector.

Ms. Zheng thanked Director Klitzing for spending time and efforts to come up with the idea for a Chinese Garden in Carmel and giving the local community a voice in the design. She said the local Chinese community is very excited about this potential Chinese garden, and many have inspiring ideas about what should be included. Ms. Zheng asked if any of the plans have cost estimates. Director Klitzing responded that there are no cost estimates yet. It is anticipated that the refined concept developed for presentation to the School Board will have some idea of costs.

Information Items

Plan Commission

Mr. Kirsh stated the Plan Commission, BZA, and City Council recently had a workshop. These in-service workshops are held periodically to discuss possible refinements to various processes.

School Board

Ms. Kouka said she had nothing to report.

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Parks Foundation

Director Klitzing stated he had nothing to report.

Park Board Comments / Discussion

Ms. Zheng asked about the report to the Park Board regarding purchase orders over \$50,000 approved by the Director as recently authorized by the Park Board. Director Klitzing stated the report (*if any for the month*) is included with the Administration & Planning Division's monthly report.

Adjournment

Mr. Kirsh made a motion to adjourn the meeting, seconded by Mr. Rude. Board President Taylor adjourned the meeting at 7:54 p.m.

Approved,



Signature



Date

DocuSigned by:

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Signature

4/13/2023

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/>.