

**Carmel/Clay Board of Parks and Recreation
Tuesday, April 11, 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, Linus Rude, Rich Taylor, Lin Zheng

Member(s) Absent: Kristin Kouka, Jenn Kristunas, Mark Westermeier

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.

Public Comments

There were no public comments.

Staff Reports

Assistant Director Baumgartner stated Staff Reports were included in the Park Board packet. He pointed out that the first news article featured a quote from his wife, Kait Baumgartner of the Indianapolis Moms blog. Mrs. Baumgartner was on Daybreak at WISH-TV and spoke about the parks in Carmel and mentioned her favorite was River Heritage Park.

Finance Committee

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

Minutes

March 14, 2023 Park Board Meeting

Mr. Rude made a motion to approve the minutes of the Park Board Meeting dated March 14, 2023, seconded by Mr. Kirsh, and unanimously passed 6 – 0.

Financial Reports

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

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

Board President Taylor mentioned the variance in Fund 109. Assistant Director Baumgartner said some factors included more staff on board and employees who received the 6% pay increase in 2023. Director Klitzing added that the Department is on the traditional trajectory for monthly passes.

Board President Taylor called for the vote, and the motion was unanimously passed 6 – 0.

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Claims

Claim Sheet April 11, 2023; Clay Township Claim Sheet April 11, 2023; CCPR Payroll for March 10, 2023 and March 24, 2023

Ms. Zheng made a motion to approve the Claim Sheet dated April 11, 2023; and to approve the Clay Township Claim Sheet dated April 11, 2023; and to approve the Payroll and Liabilities for payroll dates March 10 and March 24, 2023, seconded by Mr. Kirsh, and unanimously passed 6 – 0.

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

Mr. Mehl reported \$300 was received in March for Employee Appreciation. Mr. Kirsh made a motion to accept the donations as presented, seconded by Mr. Rude, and unanimously passed 6 – 0.

New Business

Appointment to the City of Carmel Climate Action Advisory Committee

Board President Taylor spoke about the City of Carmel Climate Action Advisory Committee and recommended that the Board support his nomination of Director Klitzing to serve on this Committee. City department heads have been appointed to this Committee, as well as other stakeholders. Mr. Kirsh made a motion to approve the Board President's recommendation to appoint Director Klitzing to the City of Carmel Climate Action Advisory Committee, seconded by Ms. Zheng, and unanimously passed 6 – 0.

Consideration of Bids to Construct West Park The Groves Perimeter Trail

After Director Klitzing presented information regarding the proposed perimeter trail, he spoke about the bid from United Construction and the subsequent discussion with Park Board Legal Counsel and the company to reduce the bid with a deduct change order to reduce the overall cost of the project. If approved, the Department will direct purchase a prefabricated Wickcraft boardwalk system and flashing beacons so site work and construction can begin this summer.

After a lengthy discussion regarding funds, timing, closures, etc., Mr. Kirsh made a motion to authorize the bid from and award a contract to United Construction in the amount of \$913,000 for site work and installation of the perimeter path 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; furthermore, Mr. Kirsh made a motion to delegate to the Director and Assistant Director the authority to purchase, by any method allowable under Indiana Code, an alternative prefabricated boardwalk system and flashing beacons in an amount resulting in a net reduction to the overall cost of the West Park Perimeter Path Project, seconded by Mr. Rude. The motions were unanimously passed 6 – 0.

Consideration of Resolution P-2023-001 Amending the Part-Time Staff Paid Time-Off Policy

In his new capacity as Administration & Planning Director, Mr. Mehl said he wanted to review the current employee PTO benefits. He presented two resolutions for the Board's consideration. The first resolution concerned part-time staff and amending the paid time-off policy. Current benefits for part-time staff include health insurance, participation in the deferred (457) compensation program with the same matching rates as full-time staff, tuition reimbursement, and retention bonuses.

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Working part-time for the Department allows individuals to gain skills and experience within a customer focus industry. There are different types of opportunities for part-time positions including, but not limited to, concessions, summer camp counselors, before and after school staff, front desk employees at the MCC, etc. Lengthy discussion followed.

Mr. Kirsh made a motion to approve Resolution P-2023-001, seconded by Mr. Rude, and unanimously passed 6 – 0.

Consideration of Resolution P-2023-002 Amending the Full-Time Staff Paid Time-Off Policy

Mr. Mehl explained the proposed PTO changes for full-time staff. CCPR tries to mirror the city of Carmel's policies when feasible. After a comparison review, staff recommended changes: increase PTO accrual rate for new hires and implement Holiday Leave. An extensive conversation followed.

Mr. Kirsh made a motion to approve Resolution P-2023-002, seconded by Mr. Rude, and unanimously passed 6 – 0.

Consideration of Settlement Agreement with Cincinnati Insurance for 116th Street Tunnel Mural

Director Klitzing requested the Park Board approve the settlement agreement with Cincinnati Insurance for the 116th Street Tunnel Mural.

The artwork was designed by a Carmel High School (*CHS*) student with CHS art students hand painting portions of the mural. Unfortunately, when the contractor applied a graffiti protection coating, the mural became blotchy and discolored. There was no problem with the mural. The graffiti protection coating was installed incorrectly and cannot be easily removed.

The project must be completely redone: removal of the graffiti protection coating, installation of a new mural to include limited hand painting, and application of the graffiti protection coating. Hand painting will only be necessary in specific areas as the mural is similar to a wrap that covers the entire tunnel.

Mr. Kirsh made a motion to accept the settlement offer from Cincinnati Insurance in the amount of \$73,254.37 to repair damages to the 116th Street Tunnel Mural and authorize the Director and Park Board legal to take any and all further actions necessary to affect the settlement, seconded by Ms. Zheng, and unanimously passed 6 – 0.

Old Business

There was no Old Business.

Attorney's Report

Mr. Kowalski stated he is working with staff to secure the best pricing on all procurement contracts.

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Mr. Kowalski added that Central Park was on the tax roll resulting in a bill of \$40,000 for the first six months. Action is being taken to remedy this for now and in the future.

Director's Report

Director Klitzing said his Director's Report was emailed earlier in the day with a hard copy provided to each Park Board Member at the meeting.

As a follow up to discussion at the last Park Board retreat regarding division staff reports, Director Klitzing announced he was creating a Director's Committee to further address the Board's desire to receive concise information. Board President Taylor, Ms. Kristunas, and Mr. Westermeier will serve on the Director's Committee.

Mr. Rude inquired about the bison sculpture for Central Park. Director Klitzing said he did not have an update but would find out the status of this artwork.

Mr. Rude asked about 'The Corner.' Director Klitzing replied that SmithGroup has been progressing on developing the construction documents; however, the Duke Energy project to replace all of the transmission lines on the east side of the trail has caused some delay. A coordination meeting will be scheduled soon with Duke Energy to better understand their staging needs and impact on the park.

There was a brief discussion on installation of the new Waterpark cabanas. Director Klitzing said that onsite construction is going extremely well. Staff continues to work with the manufacturer to expedite delivery of the new cabanas.

Information Items

Plan Commission

Mr. Kirsh stated the Plan Commission approved the beautiful new IMI headquarters, 15 acres between 111th Street and Illinois with nine acres for trails and a park.

School Board

There was no report.

Parks Foundation

Director Klitzing stated that the Parks Foundation is working to make some adjustments to their funds held by CICF (*Central Indiana Community Foundation*) to fund their 50% share of the Resource Development Coordinator position.

Park Board Comments / Discussion

Mr. Rude thanked staff for fixing the trip hazard at Monon and Main.

Director Klitzing announced that copies of the 2022 annual report will be handed out at the next Park Board meeting.

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Next Tuesday (*April 18th*), the Department will celebrate the ACA (*American Camp Association*) Accreditation with a reception and banner unveiling. The event will start at 10 a.m. in Multipurpose Room West at the Monon Community Center.

Adjournment

Mr. Rude made a motion to adjourn the meeting. As there were no objections, Board President Taylor adjourned the meeting at 7:35 p.m.

Approved,

DocuSigned by:
LD Rude
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Signature

5/17/2023

Date

DocuSigned by:
[Signature]
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Signature

5/10/2023

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/>.