

**Carmel/Clay Board of Parks and Recreation  
Tuesday, August 11, 2023, 6:00 p.m.  
John W. Hensel Government Center  
10701 North College Avenue  
Carmel, Indiana 46280**

**Member(s) Present:** James Garretson (*arrived about 6:30 p.m.*), Joshua Kirsh, Jenn Kristunas, Linus Rude, Rich Taylor, Mark Westermeier, Lin Zheng

**Member(s) Absent:** Carrie Holle, Kristin Kouka

**Others Present:** Michael Klitzing, Department Director/CEO; Kurtis Baumgartner, Department Assistant Director/COO; Eric Mehl, Administration & Planning Director; Brian Bosma, 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 6:13 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 thanked Board President Taylor, Mr. Westermeier, and Ms. Kristunas for attending the Director's Committee meeting to discuss the future of staff reports. The Board will see recommended improvements in September or October.

**Finance Committee**

Ms. Zheng stated that the Finance Committee met last week. The administrative team presented the proposed 2024 budget, changes to membership passes and fees, and the proposed 2024 salary resolution. The Finance Committee had a favorable recommendation for the 2024 budget package conditional on the City's review, which was after the Finance Committee meeting. The budget will be presented for the Board's discussion and approval next month.

**Minutes**

**July 11, 2023 Park Board Meeting**

Mr. Rude made a motion to approve the minutes of the Park Board Meeting dated July 11, 2023, seconded by Ms. Kristunas, and unanimously passed 6 – 0.

**Financial Reports**

**Consolidated Financial Report for June 2023; CCPR P&L Statements for July 2023**

Ms. Zheng made a motion to acknowledge receipt of the Consolidated Financial Report for June 2023 and to acknowledge receipt of the P&L Statements for July 2023, seconded by Ms. Kristunas, and unanimously passed 6 – 0.

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**Claims**

**Claim Sheet August 8, 2023; Clay Township Claim Sheet August 8, 2023; CCPR Payroll for July 14, 2023 and July 28, 2023**

Ms. Zheng made a motion to approve the Claim Sheet dated August 8, 2023; and to approve the Clay Township Claim Sheet dated August 8, 2023; and to approve the Payroll Wages and Liabilities for payroll dates July 14, 2023 and July 28, 2023, seconded by Ms. Kristunas, and unanimously passed 6 – 0.

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

Mr. Mehl reported one donation was received in July: \$100 from an anonymous donor for Employee Appreciation. Mr. Kirsh made a motion to accept the donation as presented, seconded by Ms. Kristunas, and unanimously passed 6 – 0.

**New Business**

**Consideration of Resolution G-2023-005 Authorizing Contract for Benefits (Carmel Clay Parks Foundation, Inc.)**

Director Klitzing stated that if approved, this resolution would ensure employees working collaboratively with the Carmel Clay Parks Foundation are not in violation of state laws, thus, prohibiting ghost employment. Staff worked with legal counsel and determined it would be in the Department's best interest to pass such a resolution acknowledging the close relationship between the Foundation and the Department. The Foundation's sole purpose is to support Carmel Clay Parks & Recreation. It should also be noted that the Resource Development Coordinator, which is half funded this year by the Foundation, will provide support to the Foundation ultimately benefiting CCPR and allows the Director and other staff to provide assistance up to ten percent of their time. Additional time may be allowed with the approval of the Director or Assistant Director.

Mr. Kirsh made a motion to approve Resolution G-2023-005 as presented, seconded by Ms. Kristunas, and unanimously passed 6 – 0.

**Consideration of Resolution P-2023-003 Authorizing Advance Payments**

Director Klitzing stated that if approved, this resolution would allow the Department to follow the recently passed state statute (*Senate Enrolled Act 317*) which permits units of government to make advance payments for good and services before the goods are delivered or services are completed. It has become increasingly difficult for the Department to purchase goods or services as many vendors require a deposit. The resolution is modeled off similar resolutions adopted by the Redevelopment Commission, as well as an ordinance approved by City Council.

Mr. Kirsh made a motion to approve Resolution P-2023-003 as presented, seconded by Ms. Kristunas. After a brief discussion, the motion was unanimously passed 6 – 0.

**Old Business**

There was no Old Business.

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**Attorney's Report**

Mr. Bosma said he works with many municipal clients; however, it is a delight to work with CCPR staff who are well organized, maintain regular scheduled communication, and do not call about every nitnoid. He enjoys working with the Department and the Board.

Over the past month, KGR has worked on several policy resolutions and will soon undertake a review of (*human resources*) policy manuals and employment issues.

(*Mr. Garretson arrived.*)

KGR has completed three design contracts: 1) agreement with Luckey Climber to design and create a climbing sculpture for the indoor playground at the Monon Community Center; 2) professional services agreement with Williams Creek for the River Heritage (*Park*) remediation; and 3) professional services agreement with REA (*Rundell, Ernstberger and Associates*) for reconfiguration of the Monon Spray Plaza (*at Midtown*).

**Director's Report**

Director Klitzing said his Director's Report was included in the Park Board packet. He continued with his third quarter update (*PowerPoint*) that he had presented earlier (*August 7, 2023*) to the City Council.

Director Klitzing presented highlights of the preliminary results from the statically valid survey which will be used for the new master plan. Additional input will be gleaned from public input received from the online survey through August 23<sup>rd</sup>. More information will be provided to the Park Board at its upcoming workshop.

After discussion among the Board members, it was decided to move forward with the Park Board Workshop on August 22<sup>nd</sup>.

Mr. Garretson asked about the mechanics of the statistically valid survey. Director Klitzing responded that the statistically valid survey was professionally administered, and all respondents were Carmel Clay Township residents. Discussion followed regarding The Waterpark and pickleball courts.

Director Klitzing advised that staff is obtaining quotes to replace the rubber safety surface at Westermeier Commons in Central Park. The surface is eight years old and has received extremely heavy usage.

Director Klitzing also advised that this year, CCS (*Carmel Clay Schools*) has asked that the Department return to scholarship guidelines as in the past for Extended School Enrichment. Staff will closely monitor the scholarships and the impact on the program. The Department will address this with CCS if there are problems with these changes.

Director Klitzing stated that the slide within the splashpad at Inlow Park is now open. Modifications were made to allow only one person to go down the slide at a time.

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Director Klitzing reminded the Board about the West Park ribbon cutting ceremony and the dedication of the Jim Engledow Commons on Monday, August 14<sup>th</sup> at 5 p.m. A representative from the Engledow family will be present to make remarks.

Mr. Kirsh followed with comments about color selection for the new safety surface at Westermeier Commons and voiced his perspective about corporate fundraisers. He suggested the Park Board discuss this at a future retreat. He continued with suggestions on having conversations with school superintendents about employment issues. Mr. Kirsh mentioned he would like to see more camps and give consideration to overnight camps with extended adventures.

Mr. Westermeier asked Director Klitzing if he had any surveys, national or otherwise, that show increased appreciation of parks between 2018 and the present. And, if so, was this increase due to Covid.

Director Klitzing replied that there are several factors driving the importance of parks and recreation. He said a significant contributor was Covid and the fact that people discovered or rediscovered the outdoors and the importance and awareness of open spaces. Director Klitzing added that the types of parks, amenities, and quality services are major factors. Mr. Westermeier questioned if people indicated any interest regarding WIFI in parks. Director Klitzing said he did not see any public comments about internet connectivity, which is very different from the responses for the West Park master plan.

**Information Items**

**Plan Commission**

Mr. Kirsh reported on the expansion of Conner Prairie, westside of the White River.

**School Board**

There was no report.

**Parks Foundation**

Director Klitzing announced that the next meeting is August 30<sup>th</sup>.

**Park Board Comments / Discussion**

Board President Taylor mentioned that a friend of his serves on the HOA of Overbrook Farms, which is west of Bear Creek Park. The HOA is very interested in moving forward with the Bear Creek Greenway. Board President Taylor and Director Klitzing met with the HOA president and are working to move this forward.

Board President Taylor said he visited the splashpad at Inlow Park and witnessed firsthand parents moving barriers to the slide. The slide that was clearly closed for construction. It is apparent that no matter what you do, these types of problems cannot be solved.

Ms. Kristunas thanked Director Klitzing for involving her in the Director's Committee. She enjoyed listening to staff present their ideas about reimagining their staff reports.

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**Adjournment**

Mr. Rude made a motion to adjourn the meeting, seconded by Ms. Kristunas. As there were no objections, Board President Taylor adjourned the meeting at 7:19 p.m.

**Approved,**

DocuSigned by:  
*LD Rude*  
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Signature

9/13/2023

Signature

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*[Signature]*  
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Date

9/13/2023

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/>.