

**Carmel/Clay Board of Parks and Recreation
Annual and Regular Park Board Meeting
Tuesday, January 23, 2024, 6:00 p.m.
John W. Hensel Government Center
10701 North College Avenue
Carmel, Indiana 46280**

Member(s) Present: Jonathan Blake, James Garretson, Judith Hagan, Joshua Kirsh, Jenn Kristunas, Linus Rude, Mark Westermeier (*virtual*), Lin Zheng

Member(s) Absent: Katie Browning

Others Present: Michael Klitzing, Department Director/CEO; Kurtis Baumgartner, Department Assistant Director/COO; Eric Mehl, Administration & Planning Director/CAO; Brian Bosma, Park Board Attorney

Roll Call; Call to Order & Pledge of Allegiance

Board Vice President Kristunas welcomed everyone to the meeting and asked Mr. Rude to call the role. Mr. Rude announced there was a quorum. Board Vice President Kristunas called the meeting to order at 6:03 p.m. followed by the Pledge of Allegiance.

Board Vice President Kristunas welcomed new members to the Park Board. Ms. Hagan, who was appointed by the Township Trustee, will fulfill the remaining two years of Rich Taylor's appointment. Mr. Blake, who was appointed by Mayor Finkam, replaces Carrie Holle and will serve her remaining three years. Lastly, Ms. Browning, who was unable to attend, was appointed by the Carmel Clay School Board for a one-year term.

Public Comments

There were no public comments.

Election of Park Board Officers for 2024

Mr. Garretson reported the Nominating Committee (*Mr. Garretson, Mr. Rude, Mr. Westermeier*) met to discuss nominations for 2024. The Committee recommended the following: Ms. Hagan, President; Ms. Kristunas, Vice President; Mr. Rude, Secretary; and Ms. Zheng, Treasurer. Mr. Garretson made a motion to accept the recommended slate of officers, seconded by Mr. Kirsh.

Mr. Bosma suggested the Board open the election for any other nominations. Mr. Kirsh made a motion to close nominations, seconded by Mr. Rude, and unanimously passed 8 – 0.

Board Vice President Kristunas called for the vote on the recommended slate of officers, which was unanimously passed 8 – 0.

Presentation of Appreciation to Former Board President

Board Vice President Kristunas welcomed Rich Taylor and his family to the meeting and presented the Department's appreciation gift for his 14 years of service to the Carmel/Clay Board of Parks and Recreation.

(*applause*)

Presentation: Comprehensive Parks and Recreation Master Plan Update

Leon Younger and Will Younger of PROS Consulting presented an update on the Master Plan.

Board President Hagan thanked Dan Dutcher, President of the Carmel Clay Parks Foundation, for attending the meeting.

Staff Reports

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.

Assistant Director Baumgartner announced that the Department is up for CAPRA reaccreditation this spring and offered details on the process.

Committees

Finance Committee

Ms. Zheng stated that the Finance Committee did not meet last month.

Nominating Committee

(No additional items to report.)

Minutes

December 12, 2023 Park Board Meeting

Mr. Rude made a motion to approve the minutes of the Park Board Meeting dated December 12, 2023, seconded by Mr. Garretson, and passed 7 – 0 with one abstention (*Ms. Hagan*).

Financial Reports

Consolidated Financial Report for November 2023; CCPR P&L Statements for December 2023

Ms. Zheng made a motion to acknowledge receipt of the Consolidated Financial Report for November 2023 and to acknowledge receipt of the P&L Statements for December 2023, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

Claims

Claim Sheet January 23, 2024; Clay Township Claim Sheet January 23, 2024; CCPR Payroll for December 1, 2023, December 15, 2023, and December 29, 2023

Ms. Zheng made a motion to approve the Claim Sheet dated January 23, 2024; and to approve the Clay Township Claim Sheet dated January 23, 2024; and to approve payroll wages and liabilities for payroll dates December 1, 2023, December 15, 2023, and December 29, 2023, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

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

Mr. Mehl reported three contributions were received in December totaling \$2,030: two donations (\$1,875 & \$55) were made to the Jim Engledow Memorial, and one (\$100) donation was made anonymously for staff appreciation. Mr. Kirsh made a motion to accept the items as presented, seconded by Mr. Rude, and unanimously passed 8 – 0.

New Business

Park Board Finance Committee Appointments

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

Carmel Plan Commission Appointment

Board President Hagan announced that Mr. Kirsh would continue to serve on the Plan Commission as he has done a great job over the years.

Carmel Climate Action Advisory Committee Appointment

Board President Hagan stated that after discussion with Director Klitzing, the appointment will be changed to Mr. Mehl.

Carmel Clay Parks Foundation Liaison Appointment

Board President Hagan said that after discussion with Director Klitzing, the decision was made to reappoint Director Klitzing as the Liaison to the Foundation as he frequently engages in communications with them.

Ratification of 2023 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 stated he was pleased to report that once again the Department finished under budget and returned approximately \$177,481.31 to the respective fiscal bodies.

A motion was made by Ms. Zheng to ratify the 2023 end of year budget line transfers as presented, seconded by Mr. Kirsh, and unanimously passed 8 – 0.

Consideration of Bids for Westermeier Commons Safety Surfacing

Assistant Director Baumgartner provided detailed background information related to the scope and needs of this project. Discussion followed.

Mr. Kirsh made a motion to authorize the bid from and award a contract to Innovista Group in the amount of \$352,900 for site work and installation of safety surfacing and artificial turf at Westermeier Commons and authorize the Director, Assistant Director, and Park Board Legal Counsel to take all actions necessary to complete the contracting process.

Mr. Kirsh also made a motion to delegate 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 Innovista Group 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.

Both motions were seconded by Mr. Rude and unanimously passed 8 – 0.

Old Business

White River Greenway North Extension

Director Klitzing gave a detailed overview of the agreement negotiated with Conner Prairie to secure the easement needed to construct the White River Greenway North Extension connecting 146th Street to just north of the roundabout at Cherry Creek Boulevard. The agreement includes purchase of this easement for a total sum of \$24,900, giving Conner Prairie the resources to cover most of the cost to construct the fence in the area critical to them at this time. Discussion followed.

Albany Village

Director Klitzing provided an overview of the Albany Village trail (*donation*) next to Bear Creek Park. After discussions with all parties involved, it was determined to be in CCPR's best interest to proceed with acceptance of the property donation. Closing is expected to occur in late-January or February 2024.

Attorney's Report

Mr. Bosma gave a brief update on their projects:

- Finalizing the Albany Village agreement;
- Monitoring litigation items with the insurance company;
- Helping with Conner Prairie easement agreement; and
- Reviewing the front-end specifications for the North Extension project.

Director's Report

Director Klitzing provided an update on current projects including the Pedestrian Bridge project at 106th St. and Hazel Landing Park. Agreements are being drafted for all parties involved in the project.

Information Items

School Board

There was no report.

Plan Commission

Mr. Kirsh reported discussion on some amenities added to the west side including a potential day care facility.

Mr. Kirsh mentioned the Dialogue Dinners that occur twice a year. The next one will focus on onboarding of new City Council Members.

Parks Foundation

There was no report.

Park Board Comments / Discussion

Board Vice President Kristunas said she was looking forward to working with the new Park Board members throughout 2024.

Board President Hagan thanked everyone for the warm welcome. She also expressed her excitement for the FOURward mission, and its reflection of the original five-fingers plan.

Adjournment

Mr. Rude made a motion to adjourn the meeting, seconded by Ms. Kristunas. With no objections, Board President Hagan adjourned the meeting at 8:00 p.m.

Approved,

DocuSigned by:
Linus Rude
B879793C48A14AA...

Signature

2/15/2024

Date

DocuSigned by:
Judith F Hagan
CA2258752C0140B...

Signature

2/15/2024

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/>.