

**Carmel/Clay Board of Parks and Recreation
Tuesday, February 13, 2024, 6:00 p.m.
John W. Hensel Government Center
10701 North College Avenue
Carmel, Indiana 46280**

Member(s) Present: Jonathan Blake, Katie Browning, James Garretson, Judith Hagan, Joshua Kirsh, Linus Rude, Mark Westermeier, Lin Zheng

Member(s) Absent: Jenn Kristunas

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 President Hagan welcomed everyone to the meeting and asked Mr. Rude to call the role. Mr. Rude announced there was a quorum. Board President Hagan 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 said Staff Reports were included in the Park Board packet. He also pointed out the Strategic Plan Implementation Status Report and provided a brief overview of what that report contains and its ties to the Parks and Recreation Comprehensive Master Plan.

Finance Committee

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

Minutes

January 23, 2024 Park Board Executive Session

Mr. Rude made a motion to approve the minutes of the Park Board Executive Session dated January 23, 2024, seconded by Mr. Kirsh, and passed unanimously 8 – 0.

January 23, 2024 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 23, 2024, seconded by Mr. Blake, and passed unanimously 8 – 0.

Financial Reports

Consolidated Financial Report for December 2023; CCPR P&L Statements for January 2024

Ms. Zheng made a motion to acknowledge receipt of the Consolidated Financial Report for December 2023 and to acknowledge receipt of the P&L Statements for January 2024, seconded by Mr. Kirsh, and passed unanimously 8 – 0.

Assistant Director Baumgartner pointed out that all three budgets had banner years and believes this is the first year both 108 and 109 funds finished with over \$1 million in net income. Additionally, the cash reserves have fully rebounded from the effects of the pandemic.

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Claims

Claim Sheet February 13, 2024; Clay Township Claim Sheet February 13, 2024; CCPR Payroll for January 12, 2024 and January 26, 2024

Ms. Zheng made a motion to approve the Claim Sheet dated February 13, 2024; and to approve the Clay Township Claim Sheet dated February 13, 2024; and to approve payroll wages and liabilities for payroll dates January 12, 2024 and January 26, 2024, seconded by Mr. Kirsh, and passed unanimously 8 – 0.

Monetary Gifts, Grants, Partnerships, and Sponsorships for January 2024

Mr. Mehl reported three contributions were received in January totaling \$850: one (\$250) donation from Enterprise Fleet Management for the Lunch & Learn program, one (\$500) donation from Scenthound Indiana to sponsor the Monon Greenway dog pot stations, 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 passed unanimously 8 – 0.

New Business

There was no New Business.

Old Business

White River Greenway North Extension – Consideration of Bids

Director Klitzing provided a summary of the North Extension project and the bid received. He also outlined the planned funding sources and gave an overview of the additional \$200,000 contingency addition to the contract.

Mr. Kirsh made a motion to authorize the bid from and award a contract to Morphe Construction in the amount of \$5,160,000 for the White River Greenway North Extension project and authorize the Director, the Assistant Director, and the Park Board Legal Counsel to take all actions necessary to complete the contracting process.

Mr. Kirsh 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 Morphe 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.

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

Board President Hagan expressed excitement about this project and asked if pictures were available to the public. Director Klitzing replied that the public may view plan details on the Reimagining Parks page on the CCPR website.

Consideration of Resolution B-2024-001 Regarding Donation to Clay Township for White River/106th Street Pedestrian Bridge

Director Klitzing outlined the need for the donation and how that agreement will be working. He also explained how the LIT funds are now being managed and what part of the project for which CCPR funding will be used. Additionally, he gave an overview of where the total funding for this project will be coming from, including other local partners (*Clay Township, City of Fishers, Delaware Township, and Hamilton County*).

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Board President Hagan expressed excitement to see this project moving forward as well.

Mr. Westermeier asked if there will be a pathway to this addition from Hazel Landing Park parking lot and confirmation of the surfacing. Director Klitzing confirmed the surfacing of each section and where they will connect.

Mr. Westermeier also asked if and where the path will be crossing the pipeline. Director Klitzing pointed out on the provided maps where the trail will be crossing. He further explained that CCPR originally looked at paving the entry drive to Hazel Landing Park, but there was not enough depth close to the pipeline or sufficient back water credits available to raise the road to allow for that construction.

Board President Hagan asked about the path of the pipeline since it was not clear from the arial pictures. Director Klitzing and Mr. Westermeier both described the layout of the pipeline along the entry road. Board President Hagan further asked how the gravel drive is maintained. Director Klitzing explained the annual (*and sometimes biannual*) maintenance.

Director Klitzing further explained that the bid and successful contractor have been reviewed and vetted by Clay Township and CTI (*Owner's Representative*). The park is already closed due to utilities maintenance being completed. He also explained that CCPR has walked the property with the City Forester and identified a Champion Oak tree located near the area the contractor plans to do additional clearing. They have been instructed to take every precaution to preserve this tree and utilize the City's outlined tree preservation practices.

Mr. Westermeier asked if anyone has been in contact with the (*Hoosier*) Mountain Bike Association. Director Klitzing replied yes, but also pointed out that the Association no longer maintains any trails and funding is limited for any new trails.

Mr. Kirsh made a motion to approve Resolution B-2024-001, seconded by Mr. Rude, and passed unanimously 8 – 0.

Board President Hagan requested a reading of the second paragraph of the resolution regarding the funding, which Director Klitzing obliged.

Mr. Rude asked if there was a rough construction timeline. Director Klitzing replied that the estimated completion is toward the end of 2025.

Attorney's Report

Mr. Bosma gave a brief update on projects:

- Finalizing the Albany Village donation. Plan to close this week;
- Working on documents for Westermeier Commons playground resurfacing;
- Working on some easement/encroachment agreements with Duke;
- Monitoring litigation items with the insurance company;
- Working on management agreements on properties owned by the City of Carmel;
- Assisting with the Conner Prairie easement agreement; and
- Working on potential long-term funding strategies with Director Klitzing.

Mr. Bosma added that Doug Kowalski has accepted a new position with the State of Indiana.

Director’s Report

Director Klitzing provided an update on current projects including the long-term funding options. He explained some of the key funding options outlined in the provided document and noted that further discussion could occur at a future Board retreat.

Director Klitzing noted that he will meet with Reedy Financial Group to gain more information on how they might assist CCPR as an outside financial consultant.

Director Klitzing gave an overview of items coming before the City Council, including his quarterly report, ordinance review regarding Impact Fees, additional appropriation request on Fund 103b for funding items in the capital improvement plan.

Further discussion occurred on the importance of future funding to help with maintaining the capital assets that belong and are managed by the parks system.

Information Items

School Board

Ms. Browning expressed appreciation for being back on the Parks Board. She also wanted to acknowledge that the Carmel Clay High School girls swimming and diving team won their 38th State Championship.

Plan Commission

There was no report.

Parks Foundation

Director Klitzing briefly expressed thanks to Dan Dutcher, the Foundation’s Board President, for his support at important meetings regarding the future of Impact Fees.

Park Board Comments / Discussion

There were no additional comments or discussion.

Adjournment

Mr. Kirsh made a motion to adjourn the meeting, seconded by Mr. Rude, and passed unanimously 8 – 0. Board President Hagan adjourned the meeting at 6:51 p.m.

Approved,

DocuSigned by:
LD (Linus) Rude
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Signature

3/18/2024

Date

DocuSigned by:
Judi F. Hensel
CA22687520146B

Signature

3/14/2024

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/>.