

**Carmel/Clay Board of Parks and Recreation**  
**Tuesday, June 11, 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, Jenn Kristunas, Mark Westermeier

**Member(s) Absent:** Linus Rude, Lin Zheng

**Others Present:** Michael Klitzing, Department Director/CEO; Kurtis Baumgartner, Department Assistant Director/COO; Eric Mehl, Administration & Planning Director/CAO; Zach Nicely, Park Board Counsel

**Roll Call; Call to Order & Pledge of Allegiance**

Board President Hagan welcomed everyone to the meeting and asked Ms. Kristunas to call the role. Ms. Kristunas 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**

Statements provided by Katie Sepe, CAPRA Review Team Lead for the Commission for Accreditation of Park and Recreation Agencies.

**Staff Reports**

Assistant Director Baumgartner said Staff Reports were included in the Park Board packet.

Board President Hagan asked if employee discounts are included in the ESE/SCS scholarship numbers, to which Assistant Director Baumgartner reported that they are not included in those numbers.

Mr. Westermeier addressed the 12-month trailing financial report for the Monon Community Center showing a revenue growth of nearly \$1.5m but the Net Revenue is staying level. Assistant Director Baumgartner responded that the majority of the increased expenditures is a result of the increased personnel expenses due to increased wages and being fully staffed for the first time in years. Additionally, there are other capital expenses being absorbed in the operating expenses that were normally paid from capital funds.

Mr. Kirsh expressed his desire to reevaluate dynamic pricing similar to the Indianapolis Zoo.

**Committee Reports**

**Finance Committee**

Director Klitzing stated that the Finance Committee did not meet last month. There will be a budget review meeting in July.

**Ad Hoc Committee Appointments**

Board President Hagan expressed the desire to establish two new committees.

**Master Plan Review Committee**

Jenn Kristunas – Chair

Jonathan Blake

Linus Rude

Strategic Funding Committee

Mark Westermeier – Chair  
Jim Garretson

**Minutes**

**May 14, 2024 Park Board Meeting**

Ms. Kristunas made a motion to approve the minutes of the Park Board Meeting dated May 14, 2024, seconded by Mr. Kirsh, and passed 6 – 0 with one abstention (Mr. Blake).

**Financial Reports**

**Consolidated Financial Report for April 2024; CCPR P&L Statements for May 2024**

Ms. Kristunas made a motion to acknowledge receipt of the Consolidated Financial Report for April 2024 and to acknowledge receipt of the P&L Statements for May 2024, seconded by Mr. Kirsh, and passed unanimously 7 – 0.

**Claims**

**Claim Sheet June 11, 2024; Clay Township Claim Sheet June 11, 2024; CCPR Payroll for May 3, 2024, May 17, 2024, and May 31, 2024**

Ms. Kristunas made a motion to approve the Claim Sheet dated June 11, 2024; and to approve the Clay Township Claim Sheet dated June 11, 2024; and to approve payroll wages and liabilities for payroll dates May 3, 2024, May 17, 2024, and May 31, 2024, seconded by Mr. Kirsh, and passed unanimously 7 – 0.

**Monetary Gifts, Grants, Partnerships, and Sponsorships for May 2024**

Mr. Mehl reported six contributions were received in May totaling \$4,900: one (\$1,500) donation from Puccini's Pizza for Waterpark Cabana sponsorship, two (\$100) donations from Peggy Wurster and Babra Knight for the Amy Furry Dog Trail; one (\$100) donation made anonymously for staff appreciation; one (\$300) donation from Tikal Inc Construction for the Adaptive 5k; and one (\$2,800) grant from Amos Butler Audubon Society for Nature Education programs.

Mr. Kirsh made a motion to accept the items as presented, seconded by Ms. Kristunas, and passed unanimously 7 – 0.

**New Business**

**Consideration of Resolution G-2024-001 Entering into a Lease Agreement with Clay Township for ESE Office Space**

Director Klitzing gave an overview of the proposed resolution to lease office space within the Clay Township office building.

Mr. Kirsh made a motion to approve Resolution G-2024-001 as presented, seconded by Ms. Kristunas, and passed unanimously 7 – 0.

Mr. Kirsh asked if the automatic 5-year renewal allows CCPR to lock in a rate, to which Director Klitzing explained the rate may change with the market.

**Old Business**

There was no Old Business.

**Attorney's Report**

Mr. Nicely gave a brief update on projects:

- Finalized the RL Turner agreement.
- Finalized the lease agreement for the Township office space.

**Director's Report**

Director Klitzing provided an update on current projects and clarified the need of parcels within Bear Creek Park for the LWCF grant application.

White River Greenway North Extension has been on hold due to Connor Prairie performing additional archeological study which identified areas of potential monitoring during construction.

The bison statues are in transit to Indiana. Further details are forthcoming.

The park and recreation impact fee (PRIF) was approved at the last City Council meeting. Additional details followed.

Director Klitzing has reached out to the newly appointed department heads within the City to offer park tours.

Director Klitzing provided an update on his CAPRA (*Commission for Accreditation of Park and Recreation Agencies*) visit to the US Army Garrison at Rheinland Pfalz in southwest Germany, which was the first international CAPRA visitation.

Director Klitzing distributed an article to all Park Board Members. This article pointed out the reasons to invest in the quality of life, attracting new residents who will join the workforce as opposed to bringing in businesses that need individuals to fill their jobs.

Mr. Westermeier asked if the LWCF grant comes with federal protections. Director Klitzing confirmed that it does come with federal protections. He continued with additional information in regards to LWCF.

Ms. Browning expressed her excitement in working with the Carmel Police Department regarding Park Resource Officers.

**Information Items**

**School Board**

There was no report.

**Plan Commission**

Mr. Kirsh spoke about a city policy and how it applies the construction of path(s) adjacent to redevelopment of property.

**Parks Foundation**

Director Klitzing reported that the Parks Foundation is scheduled to meet in late June.

**Climate Action Plan Advisory Committee**

There was no report.

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**Park Board Comments / Discussion**

Board President Hagan pointed out the latest *Park Conversations* (quarterly publication) and the special mention of Cheryl Hedrick, who is featured in the edition and is taking over the Woodland Garden.

Mr. Blake expressed gratitude for the Department hosting the IPRA (*Indiana Park and Recreation Association*) Northern District meeting last month at River Heritage Park.

Mr. Kirsh spoke about a city policy and how it applies the construction of path(s) adjacent to redevelopment of property.

**Adjournment**

Mr. Blake made a motion to adjourn the meeting, seconded by Ms. Kristunas, and passed unanimously 7 – 0. Board President Hagan adjourned the meeting at 7:09 p.m.

**Approved,**

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*Linus Rude*  
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Signature

7/10/2024  
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Date

DocuSigned by:  
*Judy Hagan*  
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Signature

7/11/2024  
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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/>.