

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

Member(s) Present: Jonathan Blake, James Garretson (*arrived at 6:13 p.m.*), Judith Hagan, Jenn Kristunas, Linus Rude, Mark Westermeier

Member(s) Absent: Katie Browning, Joshua Kirsh, Lin Zheng

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

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 stated that there was no quorum. Board President Hagan called the meeting to order and stated another Park Board Member was on the way.

Board President Hagan asked the Board to start the meeting with 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.

Director Klitzing said the Department is super excited to have the first major art installation in quite some time within the park system. Two weeks ago, Dominic Benhura, who is a world-renowned sculptor, was in Central Park to put finishing touches on the 'Bison & Calf.' On the last day of summer camps, several campers visited Mr. Benhura, and he let them have a hands-on experience literally doing some work on the sculpture.

Board President Hagan stated the Extended School Enrichment and the Monon Community Center appeared to be trending in a positive direction. Assistant Director Baumgartner said he was pleased to announce that the summer went very well. Attendance at The Waterpark was the second highest compared to 2019 which is the top number thus far.

Committee Reports

Finance Committee

Mr. Rude stated that the Finance Committee met and reviewed the budget proposal. At the conclusion of the process, the Committee provided a favorable recommendation to the Park Board. Board President Hagan added that the Committee met on July 23, 2024.

Master Plan Review Committee

Mr. Rude announced that the Committee met July 25, 2024. The Committee has been meeting on a regular basis going over the Master Plan, chapter by chapter, and is tweaking it, and getting it cleaned up for presentation to the Board.

Strategic Funding Committee

Director Klitzing said the Committee has not met, but he wanted to advise the Board that the Members are focused on a related topic to the Strategic Funding Committee.

The Third Amendment to the Interlocal Cooperation Agreement between the City and Township will be introduced to the City Council at their meeting on August 19, 2024. This Amendment, which was initiated by the Department, is to provide a two-year extension for the current composition of the Park Board and allow more time to identify a new capital funding source. Director Klitzing said that this is a positive first step which allows potential discussion on the topics of the Interlocal and any other appropriate amendments to it. Board President Hagan added that funding discussions are an important part of the Amendment.

Board President Hagan announced that Mr. Garretson had arrived (6:13 p.m.) which provided a quorum.

Minutes

July 9, 2024 Park Board Meeting

Mr. Rude made a motion to approve the minutes of the Park Board Meeting dated July 9, 2024, seconded by Ms. Kristunas. Board President Hagan asked if it was conveyed to the City to review covenants along the Monon (*Greenway*) as it relates to alcohol. Director Klitzing said that Corporation Counsel was advised to do so. Motion was passed unanimously 6 – 0.

Financial Reports

Consolidated Financial Report for June 2024; CCPR P&L Statements for July 2024

Mr. Rude made a motion to acknowledge receipt of the Consolidated Financial Report for June 2024 and to acknowledge receipt of the P&L Statements for July 2024, seconded by Ms. Kristunas.

Board President Hagan asked why one report was June and the other July. Director Klitzing responded that the Consolidated Financial Report is based upon information provided by the City, and the P&L Statements are based upon the Department's internal reports, which are more timely. Motion was passed unanimously 6 – 0.

Claims

Claim Sheet August 13, 2024

Mr. Rude made a motion to approve the Claim Sheet dated August 13, 2024, seconded by Mr. Blake, and passed unanimously 6 – 0.

Clay Township Claim Sheet August 13, 2024

Mr. Garretson asked about the cost of the 'Bison and Calf' sculpture. Director Klitzing clarified that the cost of the sculpture, including the calf, was \$55,000; transportation and installation fees brought the total expenses to approximately \$135,000. Mr. Rude made a motion to approve the Clay Township Claim Sheet dated August 13, 2024, seconded by Mr. Garretson, and passed unanimously 6 – 0.

CCPR Payroll for July 12, 2024 and July 26, 2024

Mr. Rude made a motion to approve payroll wages and liabilities for the payrolls dated July 12, 2024 and July 26, 2024, seconded by Ms. Kristunas. Board President Hagan asked if the Board should approve or ratify the payroll. Mr. Bosma said there was no difference. Motion was passed unanimously 6 – 0.

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

Mr. Mehl reported the contributions that were received in July: \$500 sponsorship towards The Waterpark Cabanas from Merrifield Exteriors, LLC.; grant from the Carmel Clay Parks Foundation (CCPF) in the amount of \$20,000 for invasive species management; \$500 sponsorship from Scenthound Indiana for the Monon Greenway dog pot stations; and the \$100 donation from our anonymous donor for Staff Appreciation bringing the total to \$21,100.

Mr. Garretson asked for clarification on the CCPF grant of \$20,000 toward invasive species. Mr. Mehl responded that it actually takes more than \$20,000 a year for the invasive species management throughout the park system. Monies are budgeted every year for invasive species, though it is an ongoing effort with no end to the amount that could be spent.

Ms. Kristunas made a motion to graciously accept and thank the donors for the items as presented, seconded by Mr. Rude, and passed unanimously 6 – 0.

New Business

Consideration of 2025 Operating Budgets – Kurtis Baumgartner

Assistant Director Baumgartner reiterated that staff met with the Finance Committee on July 23, 2024 to review the 2025 budget. The Committee provided a favorable recommendation. Assistant Director Baumgartner announced that Jennifer Brown, Extended School Enrichment and Summer Camps Director, and Mike Normand, Recreation and Facilities Director, were in attendance and would present their respective budgets. Michael Allen, Parks & Natural Resources Director, would arrive shortly. He also announced that Mr. Mehl would be assisting with the salary recommendation as he was instrumental in compiling the recent compensation study.

Resolution B-2024-002 – Adopting the Proposed 2025 General Fund (101) and Park Capital Fund (103-1101) Budgets

Assistant Director Baumgartner presented an overview of the Department’s 2025 operating budgets followed by specifics relative to General Fund 101 and Park Capital Fund 103-1101.

Resolution B-2024-003 – Adopting the 2025 Non-Reverting Operating Budgets and User Fees

Ms. Brown presented the Extended School Enrichment Fund 108 proposed budget with anticipated revenues of \$5,865,000 and expenses totaling \$5,809,307 resulting in a 101% cost recovery for 2025. Additional details followed.

Mr. Westermeier asked if EZChildTrack (*software*) was working well for registrations. Ms. Brown said it works extremely well. It is a system that is tailored to the types of programs offered. Staff also use EZChildTrack for summer camps. It is especially useful to communicate using the texting feature.

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Mr. Normand presented the Monon Community Center fund budget. Anticipated revenues are \$7,241,200 with \$7,174.062 in expenses equating to a cost recovery of 101%. Additional details followed. Mr. Normand added that there are no recommended increases to pass rates for memberships or day passes.

Next, Mr. Normand presented the Parks and Rec Facilities Fund 110. The top three revenue streams include dog park fees, facility rentals, and shelter rentals. Mr. Garretson asked about the \$25,000 for furniture and fixtures. Mr. Normand replied that this is the projected dollar amount for a shade structure within the small dog park area.

Ms. Kristunas said she has never seen a high number of dogs at the dog park at one time. She asked what number would be the highest for any given day. Mr. Normand said he did know but would be happy to get that information. The overall concern is staying at a threshold that would not create turf problems.

Ms. Kristunas made a motion to approve Resolution B-2024-002, adopting the proposed 2025 General Fund 101 and Park Capital Fund 103-1101 budgets and Resolution B-2024-003, adopting the 2025 Non-Reverting Operating Budgets and User Fees. Motion was seconded by Mr. Blake and passed unanimously 6 – 0.

Consideration of 2025 Budget Appropriations – Kurtis Baumgartner

Assistant Director Baumgartner spoke about the 2025 budget appropriation for Park Capital Fund 103 and 1103 Cash Account and also the 106 Park and Recreation Impact Fee Fund. Both budgets require approval by the Park Board and the City Council, noting that the budget request is to appropriate funds that are available from the cash reserves.

Consideration of Resolution B-2024-004 Adopting the Proposed 2025 Park Capital Fund (103-1103) Budget

The total appropriations request is \$3,553,000 from the 1103 Cash Account that contains funds received from Clay Township with regards to the local income tax (*LIT*) received. Projects include improvements to Founders Park (playground and parking lot); matching funds for the active transportation infrastructure grant for the White River Greenway; Monon Community Center upgrades; plastering of indoor pools; Central Park boardwalk; and retaining wall at Thomas Marcuccilli Nature Park.

Consideration of Resolution B-2024-005 Adopting the Proposed 2025 Park Impact Fee Fund (106) Budget

Assistant Director Baumgartner said that the Park Impact Fee may only be used for new capital development. The appropriation request is \$1,684,794 with \$1 million toward the matching LWCF (*Land and Water Conservation Fund*) grant.

Ms. Kristunas made a motion to approve Resolution B-2024-004 and to approve Resolution B-2024-005, seconded by Mr. Blake, and passed unanimously 6 – 0.

Consideration of Resolution B-2024-006 Amending Salaries and Wages for 2024 – Kurtis Baumgartner

Assistant Director Baumgartner stated that there are two salary resolutions. The first one is to amend the 2024 salary resolution and the second is to adopt the 2025 salary resolution. As mentioned earlier in the meeting, staff compiled an updated compensation study, which is customary for the Department to complete every three years. Assistant Director Baumgartner provided additional remarks regarding the compensation study and the Department's desire to have competitive salaries.

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Assistant Director Baumgartner continued with details in establishing full-time and part-time salaries in 2024 and 2025, and provided information relative to the different positions. A lengthy discussion followed.

Ms. Kristunas made a motion to approve Resolution B-2024-006, seconded by Mr. Blake and passed unanimously 6 – 0.

Consideration of Resolution B-2024-007 Establishing Salaries and Wages for 2025 – Kurtis Baumgartner

Assistant Director Baumgartner added that the 2025 salary resolution reflects an increase to the maximum salary of the Parks & Natural Resources Director in addition to changing the title of HR Coordinator to HR Generalist.

Ms. Kristunas made a motion to approve Resolution B-2024-007, seconded by Mr. Rude and passed unanimously 6 – 0.

Consideration of 2025 Fleet Lease Vehicles – Kurtis Baumgartner

Assistant Director Baumgartner said that the Department is requesting funds to lease two technical service vehicles, transitioning those to the fleet management program with Enterprise as part of the 2025 budget request. Mr. Allen provided additional information regarding the vehicles and answered questions from the Board Members.

Ms. Kristunas made a motion to authorize the Director and Assistant Director, and each of them individually, to lease two (2) additional vehicles from Enterprise for an amount not to exceed \$3,200 per month for lease and maintenance program payments as it pertains to the General Fund (101). Motion was seconded by Mr. Blake and passed unanimously 6 – 0.

Ms. Kristunas made a motion to approve the trade-in of the 2018 Chevy 2500 and 2019 Chevy 3500 on such terms as approved by the Director and Assistant Director, and each of them individually. Motion was seconded by Mr. Blake and unanimously passed 6 – 0.

Old Business

There was no Old Business.

Attorney's Report

Mr. Bosma stated that the contract with Luckey Climber has been finalized.

Mr. Bosma has prepared several iterations of the Third Amendment to the Interlocal Agreement in conjunction with the Director and Council members. A listing of all park projects-related to the bonds issued by the Township since 2019 was included. It does not include the non-park department-related improvements like the Badger Field House, the new fire headquarters, or improvements to fire stations. The Township has invested a total of \$37,500,000 in parks.

Mr. Bosma worked with staff on an appropriate response to an inquiry about an individual with disabilities at summer camp. He commended staff for their ability to handle challenges that many would not be able to do so. Also, Jill Pettigrow, is spearheading a response to a civil rights claim involving a former employee. Zach Nicely continues to address the donation of some property to parks, which is still pending.

Director’s Report

As previously addressed in the meeting, Director Klitzing mentioned the Third Amendment (*to the Interlocal*) will be considered at the City Council meeting on Monday, August 19, 2024. He encouraged Board Members to attend.

A date of note is August 20, 2024, the Department’s 33rd anniversary.

Information Items

Plan Commission

No report.

School Board

No report.

Parks Foundation

No report.

Climate Action Plan (CAP) Advisory Committee

Mr. Mehl stated the Advisory Committee is seeking approval to have a full-time sustainability coordinator position formed within the City of Carmel to help navigate between different departments and help manage initiatives.

Park Board Comments / Discussion

There were no additional comments or discussion.

Adjournment

Mr. Rude made a motion to adjourn the meeting. With no objections, Park Board President Hagan adjourned the meeting at 7:40 p.m.

Approved,

Signed by:

LD Rude

10/16/2024

Signature

Date

Signed by:

Judy Hagan

9/16/2024

Signature

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/>.