

**Carmel/Clay Board of Parks and Recreation
Thursday, October 17, 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, Linus Rude, Mark Westermeier, Lin Zheng

Member(s) Absent: None

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 a quorum. Board President Hagan called the meeting to order at 6:05 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 pointed out that he included the current issue of *Park Conversations* which includes a story on the Bison & Calf sculpture in Central Park. He also commented that Carmel Clay Parks & Recreation (CCPR) staff recently attended the NRPA (*National Recreation & Park Association*) national conference where CCPR received its reaccreditation. Board members were invited to attend the banner unveiling celebration at the Monon Community Center (MCC) on October 22nd. He also noted that Weihe Engineers received a Merit Award from the American Society of Landscape Architects for their work on Meadowlark Park.

Board President Hagan drew attention to the IBJ (*Indiana Business Journal*) article provided in the packet addressing long-term funding of the park system.

Mr. Garretson asked if the City Council has signed off on the 2-year extension to the Interlocal Agreement. Director Klitzing reported that it is still under review in the Land Use and Special Studies Committee.

Board President Hagan asked if the MCC gym refresh was a complete redo, which Assistant Director Baumgartner reported that this year was a complete sanding down and repainting which is done every eight to 10 years.

Mr. Rude asked for clarification on the MCC pass graphs and the downturn seen in September. Assistant Director Baumgartner replied that this downturn is typical for the season. He feels memberships are still in a good position and will continue to rise again at the end of the year. Additionally, staff performed a large purge of unused insurance reimbursement program passes that contributed to the larger downturn on the graph.

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Director Klitzing further explained the factors that contribute to the peaks and valleys throughout the seasons. He further pressed the importance of developing the indoor playground space within the MCC to entice more families to keep their memberships long-term rather than just in the summer months.

Committee Reports

Finance Committee

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

Master Plan Review Committee

Ms. Kristunas announced that the Committee did not meet last month and is awaiting the revised introduction and conclusion. Director Klitzing confirmed that the Joint Meeting between the Park Board, City Council, and Township Board will be on November 14, 2024.

Strategic Funding Committee

Mr. Westermeier reported that the Committee has not met.

Personnel Committee

Board President Hagan announced the formation of a Personnel Committee chaired by herself with Mr. Westermeier and Mr. Rude serving on the Committee. They met for the first time prior to the Park Board meeting. Board President Hagan requested that Assistant Director Baumgartner give an overview of the discussion to which he reported the conversation revolved around recent information received from the City that was not previously available when reviewing the salary compensation study, particularly how it pertains to the Director/CEO compensation.

Minutes

September 10, 2024 Park Board Meeting

Mr. Rude made a motion to approve the minutes of the Park Board Meeting dated September 10, 2024, seconded by Ms. Kristunas. Motion was passed unanimously 9 – 0.

Financial Reports

Consolidated Financial Report for August 2024; CCPR P&L Statements for September 2024

Ms. Zheng made a motion to acknowledge receipt of the Consolidated Financial Report for August 2024 and to acknowledge receipt of the P&L Statements for September 2024, seconded by Mr. Blake. Motion was passed unanimously 9 – 0.

Claims

Claim Sheet October 17, 2024; Clay Township Claim Sheet October 17, 2024; CCPR Payroll for September 6, 2024, September 20, 2024, and September 30, 2024

Ms. Zheng made a motion to approve the Claim Sheet dated October 17, 2024; and to approve the Clay Township Claim Sheet dated October 17, 2024; and to approve payroll wages and liabilities for payroll dates September 6, 2024, September 20, 2024, and September 30, 2024, seconded by Ms. Kristunas. The motion passed unanimously 9 – 0.

Ms. Zheng asked for clarification on the third payroll. Mr. Mehl reported that an additional payroll had to be run to back-pay a few individuals for some lost wages.

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

Mr. Mehl reported the contributions that were received in September: \$500 sponsorship from Merrifield Exteriors for the Lunch & Learn program; and the \$100 donation from the anonymous donor for Staff Appreciation.

Mr. Kirsh made a motion to graciously accept and thank the donors for the items as presented, seconded by Mr. Blake, and passed unanimously 9 – 0.

New Business

Consideration to Grant Approval of Right of Entry – 126th Street and River Road

Director Klitzing gave a detailed overview of the City's perimeter path project and provided some visuals to illustrate the City's plan and how they need a right of entry granted from CCPR to access the project through park property.

Board President Hagan asked for clarification on the second path on the illustrations, which Director Klitzing explained would be a second access point connecting to the White River Greenway section within Prather Park.

Mr. Garretson made a motion to approve the right of entry as presented. Motion was seconded by Mr. Kirsh and passed unanimously 9 – 0.

Consideration of Resolution B-2024-008 to Purchase Furniture for the new Extended School Enrichment Office Space

Mr. Mehl gave an overview of the ESE office space and the proposed furniture layout.

Mr. Garretson asked which fund would be used. Mr. Mehl reported it will be fully funded from the ESE 108 Fund. Assistant Director Baumgartner confirmed that ESE has healthy cash reserves for this purchase.

Ms. Kristunas asked if the worktables in the common area would have power outlets to allow others access for laptops during trainings or meetings. Mr. Mehl explained that ESE considered power outlets for the tables, but decided not to pursue those options.

Board President Hagan asked to confirm the office area would have wireless internet, to which Mr. Mehl confirmed.

Ms. Browning offered a solution to the power outlets for the worktables. She also asked to confirm that four chairs within the breakroom were adequate. Mr. Mehl explained that there are six full-time employees working within the ESE office space. The breakroom is designed primarily for those individuals, and the main open work area is equipped for larger groups. Ms. Browning wanted to confirm that there will be appliances within the breakroom. Mr. Mehl replied that the kitchen area will be adequately equipped.

Ms. Browning made a motion to approve Resolution B–2024–008, authorizing the special purchase of office furniture for the new Extended School Enrichment Office Space from Commercial Office Environments in the amount of \$153,658.45 under the special purchasing provisions permitted by Indiana Code Sections 5-22-10-12. Motion was seconded by Mr. Blake and passed unanimously 9 – 0.

Consideration of Approval for Execution of Quit Claim Deed for Parcel in Bear Creek Park

Mr. Bosma gave an overview of the need to Quit Claim the parcel within Bear Creek Park which will create a new parcel number assigned to that property. This is necessary for the Land and Water Conservation Fund grant application. Director Klitzing added further details on the status of the application process and the reason behind the parcel split.

Mr. Kirsh made a motion that Park Board President Judith Hagan be authorized, empowered, and directed to execute a Quit Claim Deed to the Board for the Bear Creek Park parcel in a form acceptable to the President and legal counsel to the Board. Motion was seconded by Ms. Kristunas and passed unanimously 9 – 0.

Old Business

There was no old business.

Attorney's Report

Mr. Bosma updated the Board on current projects including:

- Working through finalizing professional services agreements and construction contracts.
- Drafting an easement agreement with Duke Energy for the Building Corporation.
- Working through a couple of standard tort claims that are in the hands of Travelers for review.

Director's Report

Director Klitzing gave updates on the following:

- 2025 Budget – Anticipating City Council to adopt the General Fund budget at their next meeting.
- At the City Council's October 7th meeting, they authorized the release of Lease Rental Bonds including \$25 million earmarked for park related projects. This includes \$8 million for Bear Creek Park. This also includes roughly \$8 million for the construction of what is currently being called Autum Greenway which will connect the Monon Greenway to the new American Songbook Museum to Old Meridian. This idea was driven by residents to create more direct and safer connectivity from that area of town to the Monon Greenway and Midtown. There is another \$8 million for an additional trail to spur off the Autum Greenway north to Main and Old Meridian.
- The last bond funding item involves a roundabout project at Smoky Row and Ironwood Drive where the Smokey Row Swim Club currently resides. The City would use the funds to acquire the property with the intention of creating a roundabout at the intersection and using the rest of the property for a very small park.
- Other bond money may be used for some land acquisition the City is working on that may allow for a north/south spur from the Autum Greenway.
- Reminder – CAPRA celebration and banner unveiling at the MCC on October 27th.
- Land Use Committee may be meeting on the 23rd to discuss the Third Amendment to the Interlocal Agreement.
- *Current In Carmel* posted a great story on the Park Resource Officer program. Deputy Chief DJ Schoeff and Director Klitzing expressed very similar views.

Mr. Garretson asked for clarification on the Smokey Row Swim Club facility and if CCPR would be taking over that operation. Director Klitzing clarified that the building and pool would be demolished as part of the roundabout project.

Ms. Browning added that this property has not been owned or operated by the Swim Club in quite some time. The property was bought by a private company in hopes of building homes, which never received approval, so it has sat in disrepair.

Director Klitzing shared that Councilor Shannon Minnaar has been a huge advocate and driving force behind converting the property to a roundabout and park. Mr. Kirsh added that failure to stop at that intersection has been a growing issue.

Board President Hagan congratulated staff on the CAPRA accreditation. Director Klitzing shared that the work is a combined effort of the full team, especially Assistant Director Baumgartner who spearheaded the preparations.

Board President Hagan expressed her excitement about witnessing so many conversations revolve around parks and trails during the City's budget process. She feels this is big milestone for the Department. Director Klitzing expressed gratitude to all the elected officials, but especially Councilors Rich Taylor and Matt (*Matthew*) Snyder for their continued support.

Mr. Rude asked if the perimeter trail at 126th Street connecting to the White River Greenway will be constructed to CCPR standards or City Engineering standards. Director Klitzing clarified that the standards are the same since CCPR works with City Engineers on all paths. Mr. Rude also asked about maintenance responsibilities, which Director Klitzing explained that perimeter paths fall within the City's responsibility for overall maintenance, however, CCPR would most likely take care of some minor items if identified.

Information Items

Plan Commission

Mr. Kirsh reported that the City is hosting Mobycon, a master class on roundabout and pedestrian integration. He also mentioned a recent meeting regarding the Gramercy development.

School Board

There was no report.

Parks Foundation

There was no report.

Climate Action Plan (CAP) Advisory Committee

There was no report.

Park Board Comments / Discussion

Mr. Garretson wanted to further discuss the Smoky Row project. He stated his recollection was the Department would no longer be doing small micro parks. Director Klitzing responded that since this is driven heavily by City Council, and they are potentially funding \$25 million worth of projects for parks, it is hard to say "no." Board President Hagan added that this will most likely end up as more of a trailhead style park, which Director Klitzing agreed.

Mr. Kirsh added that his understanding is that the demolition of the building and property would be under the City's contract. Director Klitzing further explained that the park construction may be a part of the overall contract bid rather than separate projects.

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Mr. Garretson expressed concern that CCPR would be setting a precedent for taking over other neighborhood pools that may go under. Director Klitzing explained that this project is different due to its location and viability of improving the intersection versus other pools tucked within neighborhoods. The property may also end up being more roundabout and with little property left for a park. Mr. Blake expressed support in keeping good relationships as this parcel would be a remnant from an Engineering project.

Adjournment

Mr. Kirsh made a motion to adjourn the meeting, seconded by Ms. Kristunas. With no objections, Board President Hagan adjourned the meeting at 7:02 p.m.

Approved,

Signed by:

LD Rude

11/18/2024

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Signature

Date

Signed by:

Judith F Hagan

11/18/2024

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Signature

Date

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