

**Hendricks County Parks and Recreation
Park Board Meeting Minutes**

Wednesday, June 14, 2017
2:00pm

Parks & Recreation Office
955 East Main Street
Danville, IN 46122

CALL TO ORDER

The meeting was called to order at 2:03pm.

Board Present: Paul Miner, President
Bob Niemeyer, Vice President
Matt Freije, Secretary
Doug Moon

Board Absent: Gary Emsweller
Mike Hayden
Beth Switzer

Staff Present: Jeremy Weber, Superintendent
Eric Ivie, Administrative Assistant

Guests: Ray Benson
Jessica Hartman, Civil Engineering Consultants

A. CALENDAR

A-1. Agenda

Niemeyer moved to adopt the agenda; seconded by Freije, the motion passed unanimously.

A-2. Approval of Minutes of May 10, 2017 Meeting

Freije moved to approve the minutes as presented; seconded by Niemeyer, the motion passed unanimously.

B. PUBLIC HEARINGS/PRESENTATIONS

B-1. Public Comments

There were no public comments.

C. CONTINUING BUSINESS

C-1. W. S. Gibbs Memorial Park Update

Weber reported that he spoke with the neighbor on the north side of the property who had been maintaining a portion of the park property that he shouldn't be maintaining. The neighbor was very understanding and agreed to stop the maintenance. Weber also reported that the neighbor's issue with a dead tree has been resolved. Weber further reported that he spoke with Jeff Banning about Banning Engineering staking the property for a fence, and Banning has agreed to do this as an in-kind donation. Regarding the staking of the trails, Weber knows that Dan Searcy, who currently farms the land, has

planted his crops, but Weber hasn't been back out yet to GPS the area. Miner advised that he has contacted the Town of Avon and sent them a map of the park for them to establish an address for the location. Miner has also reached out to the appropriate water and sanitary sewer districts to obtain their five-year plans. This will allow the Park Board to know when an infrastructure may be in place for the park to hook into. He is waiting to hear back from the West Central Conservancy District and the other district. Weber advised that the parking lot construction will commence later this year.

C-2. Vandalia Trail Update

Weber reported that progress continues on the Vandalia Trail, and that paving has been completed from the Hendricks-Putnam line, through Coatesville, and up to the drive next to the sewage treatment plant, with the exception of a small area in Coatesville that hasn't been paved yet due to a drainage pipe issue. Construction crews are now putting rock down on the trail east of Crittenden Creek in preparation to begin paving that section. Weber said that he's still waiting to hear from the designer about whether or not a change to the upper pipe near the sewage treatment facility is absolutely necessary, but once that is determined, the project can move forward. A minor issue with the fence around the sewage treatment plant has surfaced, but Weber is trying to get that resolved today. Jessica Hartman from Civil Engineering Consultants reported that the contractor released a new schedule last week with the anticipated completion date being November of 2017. Weber stated that HCP&R is only looking at a \$2,500 cost overrun on the project right now, with a distinct possibility that it will end up closer to a zero balance.

C-3. McCloud Nature Park Update

Weber reported that with the recent lack of rain, Park Manager Jim Holtsclaw started thinking about watering the new trees in the Arboretum. Holtsclaw thinks he can put in a good irrigation system for around \$500 to keep the trees watered until they establish. Weber and Holtsclaw discussed a design concept for the project, and Holtsclaw is going to begin putting it together today. Holtsclaw still has the trench for the water fountain, so he's going to use the same trench for the irrigation system water line. This will allow park staff to easily turn the irrigation system on and off as needed, and the system should last a few years until the trees have established. Weber advised that he has no update on the fountain; he still needs to contract that project out to have someone design it. He still anticipates the fountain to be in place this fall. Miner reported that the willow stakes are all in place in the Wetland Mitigation Area. Weber stated that he has received a final invoice from the contractor for the Wetland Mitigation Area, but they still haven't taken care of the entire punch list yet, so he is trying to get Structurepoint to finish all of that before paying the invoice. Then all that will remain is the boardwalk and trails. Weber reported that the Bee House is finished and that honeybees will probably go into it within the next few days, so it will be ready to go in plenty of time for the McCloud Honeybee Fest in August.

C-4. Land Acquisition Policy

Miner advised that the land acquisition policy that was submitted a month ago has been returned with requests to complete further research, to make some minor grammatical edits, and to make it more declarative. Miner did research on other parks departments' land acquisition policies and found that HCP&R's is the most comprehensive one around. Many departments don't even have one. Freije commented that the revised policy looks better and more thorough now.

Freije moved to approve the land acquisition policy as presented; seconded by Niemeyer, the motion passed unanimously.

The committee's next task is to develop policies for special events and naming rights. Miner, Weber and

Freije serve on this committee.

D. NEW BUSINESS

D-1. CECON Supplemental Contract (Jessica Hartman)

Jessica Hartman of Civil Engineering Consultants (CECON) presented a supplemental contract to add one employee – a road engineer – to the Vandalia Trail project and to get that employee paid. That employee was not a part of the project when the original contract was signed. INDOT’s requirements prevent CECON from billing HCP&R for that employee without a supplemental contract. Weber reported that the employee’s work has been completed, so HCP&R just needs to pay him now. Hartman advised that the original contract limits are not changing as a result of this supplemental contract.

Freije moved to approve the supplemental contract as presented; seconded by Niemeyer, the motion passed unanimously.

The Park Board signed the supplemental contract, and it was copied and distributed to Hartman before she left. A copy will also be sent to the Hendricks County Commissioners.

D-2. 2018 Budget Request

Miner reported that the budget committee – which consists of Miner, Weber, Linda Brunner, and Gary Emsweller – met about two weeks ago to review the past several years’ worth of budgets in preparation for the 2018 budget request. Weber advised that HCP&R will be making budget requests for additional staffing in the form of some part-time employees becoming full-time and then eliminating the resulting vacated part-time positions. This request will equate to the department requesting the equivalent of one additional employee. Weber reports that a little more work has to be done on the budget request before it is submitted, but the basic goals are in place. Weber needs to update the new full-time job descriptions to get them scored by Human Resources in order to determine the pay scale for each position. Weber then went through the proposed 2018 budget request, line by line, for the board.

Freije moved to approve the proposed 2018 budget request as presented, except for an additional part-time assistant naturalist, and correcting one seasonal laborer into part-time, for a total of three; seconded by Niemeyer, the motion passed unanimously.

E. REPORTS

E-1. Superintendent Report

Weber informed the board that HCP&R received a \$200,000 Bicentennial Nature Trust Grant that could become as much as \$300,000. However, that grant money was to be used for purchase of the Russell property, which has since fallen through. Weber is now in the process of determining whether or not the grant money can be used at one of HCP&R’s other parks, but he’s not very hopeful. If the Nature Trust can’t determine a way for HCP&R to use the money within the Nature Trust’s rules and regulations, the money will go to someone else. Weber reported that the Hendricks County Commissioners are happier about the level of communication from HCP&R now. He further reported that he got Mike Hayden up to speed on the Vandalia Trail. Weber outlined some considerable construction and communication issues with the contractor on the Vandalia Trail project and will be speaking with INDOT about options to deal with the lack of responsiveness from the consultant regarding the ROW acquisition phase of the project. Weber advised that he will be on vacation and out of the country during the last week of June. In his absence, Ivie and Linda Brunner will operate the main office, and Jim Holtsclaw will be the go-to person on all projects outside of the main office.

E-2. Youth Advisory Board

Freije reported that many of the YAB members graduated from high school this year, most of them graduating as valedictorians or salutatorians in their schools. Freije will start the process of recruiting new YAB members for the 2017-18 school year and will ask Linda Brunner to send out letters about that this month. Freije's goal for the next school year is to provide more structure to the YAB, identify goals to achieve at each meeting, and complete more service projects.

E-3. Committee Reports

Miner reported that he met with the ad hoc finance committee to look at avenues to secure major funding sources, and the committee made a suggestion to match up the department's vision statement with the one-, five- and ten-year comprehensive plans. Once that is completed, the committee will reconvene and get Greg Guerrettaz's advice on how to proceed. Miner has shared Guerrettaz's recommendations with the Hendricks County Council, and they seemed receptive to that report.

E-4. Foundation Report

Weber advised that the Parks Foundation of Hendricks County (PFOHC) interviewed one candidate this week for the development assistant position that was vacated last November. They have two more interviews scheduled for later in the week. Weber reported that the PFOHC board now meets every other month; their next meeting is at the end of July.

Miner expressed a desire to reassess HCP&R's parks awareness campaign. It was gaining a lot of traction earlier this year, but schedule limitations have prevented Ivie from continuing it in recent months due to his other job duties. Niemeyer complimented Weber on his recent presentation to Meals on Wheels, and Miner added that a couple of Hendricks County Councilmembers have recently praised Weber, too, for the work he is doing. Ivie reported that 963 people attended the first Summer Fun Run of the season at the Hendricks Regional Health YMCA in Avon on June 7, which shattered the previous record of 600+ that was set last year. A reporter from the *Hendricks County Flyer* was present at the event and interviewed Sarah Wolf afterwards. Some Avon firefighters walked the 5K course in full gear, which was very popular among participants. Weber advised that he sent the Avon Fire Department a note of thanks for that.

ADJOURNMENT

The meeting adjourned at 3:21pm.

Respectfully submitted,

Matthew Freije, Secretary