



HENDRICKS COUNTY PARKS & RECREATION

Hendricks County Parks & Recreation Board Meeting Minutes **Wednesday, March 4th, 2020 * 2 to 4 p.m.** **955 E. Main Street, Danville, IN 46122**

CALL TO ORDER

The meeting was called to order at 2:01 p.m.

Board Present: Mike Hayden, President
Brad Eisenhart, Vice President
Matt Freije, Secretary
Paul Miner
Gary Emsweller
Jeff Pell
Bill DuMond

Staff Present: Ryan Lemley, Superintendent
Eric Ivie, Assistant Superintendent
Carol Wickliff, Assistant Administrator
Jim Holtsclaw, Park Manager
Sarah Wolf, Senior Naturalist
Jason Kittle, Foreman

Guests Present: Jessica Hartman, Cecon Engineering
Tina Lloyd, Conexco
Michael Cooper, Cooper Excavating
Brian Whicker, CRM Excavating

CALENDAR

A-1. Adopt Agenda

Eisenhart moves to adopt agenda, Emsweller seconds; motion passes unanimously.

A-2. Approval of Minutes from February 5th, 2020 Park Board Meeting

Emsweller moves to approve the minutes, Pell seconds; motion passes unanimously.

B. PUBLIC HEARINGS/PRESENTATIONS

B-1. Public Comments

Lemley takes a moment to introduce Jason Kittle, the Department's foreman and states that he will be a lead person for future work at Gibbs. He also introduces Jessica Hartman of Cecon, the engineer of current plans. Lemley thanks the present company representatives for their time.

B-2. Reveal Sealed Bids for Phase 1 Development of W.S. Gibbs Memorial Park

Lemley informs the board there have been four bid packets received. These bid packets are a breakdown of costs and services that will be supplied by the excavating companies if offered the opportunity to work on the development of W. S. Gibbs Memorial Park. This will include the development of a fishing pond, the roads, parking lots, and a drainage plan necessary for Phase 1 development. The following sealed bids were then revealed:

CRM Excavating: \$1,903,802

Conexco: \$2,245,870.56

Cooper Excavating: \$1,700,335.20

John Hall Construction: \$1,498,178.80

Lemley then reveals the engineering project cost estimate of \$1,568,691.30 that was prepared by Hartman. Packets were turned over to Hartman for review. Her team will verify that all terms were met, and the company is qualified to accomplish the goal of HCP&R. Lemley thanks the company representatives for coming and informs them that they are welcome to leave or sit in for the rest of the meeting; all representatives departed. DuMond confirms that Hartman will reveal the findings to the board as that decision is made. Lemley states that he believes there may be unknown road stipulations (possible left-hand turning lane along Gibbs road at the park entrance) in the future and the department will work with the town of Avon to become compliant. Hartman also states the difficulty with estimating excavation costs and that can explain the fluctuation between the estimates.

C. UNFINISHED BUSINESS

C-1. 5 Year Comprehensive Plan- Committee Meeting

Lemley informs the board that Ivie has been working on the 5-year plan and turns the board's attention to him. Ivie states that the pages he has focused on to this point have been demographic based and he will need the support and input from the board moving forward. Ivie requests the committee, consisting of Miner, DuMond, and Eisenhart, set a meeting date to gather and discuss the plan. Ivie explains how he intends to collect public survey information and the likelihood of its success. Lemley states that by doing the 5-year plan, the department can apply for land & water conservation grants from the DNR. All committee members agree to conduct their initial meeting on March 20th at 2pm.

C-2. Vandalia Trail- Beam, Longest & Neff Contract for Right of Way Real-Estate Agent

Lemley states that Ryan Buckley will be the primary contact at Beam, Longest, & Neff regarding future land acquisitions needed for the expansion of the trail. Lemley states that a \$15,000 cap on his use in 2020 is stated in the contract since his hourly rate is \$120. Lemley presents a copy of the proposed contract to the board. Lemley states that his recommendation to Buckley will be to focus efforts to acquire an easement through the Edmondson land that will provide a continuous 2-mile trail within the Clayton area, which was also the recommendation of the DNR. This will create a more attractive application for Phase 3 for the Next Level Trail Grant. Lemley requests the board enter the presented contract with Buckley of BLN and allow permission for him to sign with the board's approval. **Miner moves to allow the signing, Freije seconds; motion passes unanimously.**

C-3. Vandalia Trail- 2020 Restroom Cleaning Agreement

Lemley informs the board of the success and satisfaction the department had last year with the housekeeping services of Kim Cartwright in the trailhead restrooms on the Vandalia Trail. He would like to extend a similar agreement to her again this year. He requests permission to sign the contract and move forward with allowing Cartwright to resume work when the restrooms open to the public in April. Lemley states that Cartwright has negotiated a set rate that is determined on a weekly basis and not an hourly rate (the exact same as last year). Lemley states that Kim supplies her own transportation and cleaning products while the department supplies consumable products (toilet paper, towels, soap) and she has done an excellent job communicating needs to the department. **Emsweller motions to allow the signing, Eisenhart seconds; motion passes unanimously.**

C-4. Request for Emergency Appropriations- Park Board Food & Beverage

Lemley states that the overlooked \$305,497 encumbrance request from 2019 has been rectified and all funds have now been received by the department. An additional appropriation of \$110,056 was also honored; partial reimbursement for the enhanced drainage project along the Vandalia Trail that was completed in 2019. All funds will be utilized within phase 1 development of Gibbs. Lemley was thankful to the Council for their trust and confidence in the department.

D. NEW BUSINESS

D-1. W.S. Gibbs Memorial Park- Playground

Lemley informs the board that there has been extensive research into nature playgrounds. Through further discussion with various professionals, they have determined that naming semantics is imperative for liability purposes. His recommendation is to use a professional model rather than build all pieces in-house. Holtsclaw has found a plan that he believes the department could easily customize and assemble. The recommendation of the department is from Bear's Playgrounds; model "Danny's Love, Life, Adventure" playground. This model is modular and can be expanded upon in the future. It will also allow the department to replace individual sections rather than rebuilding the entire structure. The estimated cost of the drafted playground is approximately \$45,000. Lemley explains that the structure is cedar and will give a more natural appeal than the traditional metal structures. Holtsclaw believes that he and the maintenance team have the skills and ability to assemble in-house. Lemley stated the team will discuss options to reduce costs where applicable. Lemley states that he would like to add a nature play trail near the playground area that would allow visitors an additional play area with more natural elements.

Lemley states that there has been \$17,000 reserved by the Foundation to be used for the development of a nature playground and possible other options to redirect funds towards the development of the playground. He would like to discuss options with Meghan Stritar, of the Parks Foundation, to continue fundraising for this project. **Miner motions to proceed with contacting Stritar to discuss a playground plan with Bear's Playground, Emsweller seconds; motion passed unanimously.**

E. CONTINUING BUSINESS

E-1. McCloud Nature Park Update

Lemley states that the team has been working hard in anticipation for Maple Syrup Days coming up. The roads have been recently graded, the Sugar Shack has been assembled, and volunteers have been coordinated. The department staff is ready to create another successful event.

A contract with Cardno has been finalized. Holtsclaw will meet with Cardno to develop a plan of action to allow them to begin restoration efforts in the Arboretum. Lemley states that he has sent all necessary information to the Foundation for funding assistance. Eisenhart informs Lemley that the request will go to a grant committee for further discussion. Lemley states there is approximately \$6,700 to be used for improvements in the Arboretum.

Lemley informs the board that internet issue persists at the maintenance shop. Holtsclaw has been looking into the possibility of switching to satellite due to consistent issues. Lemley intends to have an update and recommendation for the next board meeting.

Lemley intends to contact Turner Forestry to review the contract regarding a prairie burn at McCloud. Lemley reminds the board that Turner Forestry has until May 31st, 2020 to complete a burn per terms of their contract. This contract was agreed upon last year when the department had scheduled a burn for the spring of 2019 and was unable to fulfill that request due to weather issues and competing requests.

E-2. Vandalia Trail Update

Lemley reports that the security fencing around the sewage lift stations has been finalized; this was installed by K&K Fence Company. Jerry Decker, the Town Manager of Coatesville, has communicated with Lemley and expressed his appreciation to the department for the financial assistance on this health and safety project. The department agreed to fund up to \$6,000 towards the project to ensure its completion. The fencing was needed to deter future vandalism and tampering of the sewage lift stations along the Vandalia Trail.

Although limited, Brian Stephenson is still working his way down the trail to remove dead and hazardous trees. This is a project that Stephenson has been doing voluntarily and the work has been slow but progressive. He can continue to do so until April 1, 2020 when the department intends to open the trailhead restrooms. Lemley assures the board that he is doing his best to encourage as much progress before the agreed end date.

Lemley updates the board on problematic issues with the flashing beacons on the crosswalk along S.R. 75. They had been functioning sporadically but have been addressed and are in working condition at this time. Holtsclaw is uncertain why the issues started, and all parts seem functional under inspection. Holtsclaw believes the issues persisted due to the lack of sun to charge the solar panels. Emsweller suggests further investigation and contact with similar product owners to seek guidance. Lemley states that he hopes to completely eliminate any issues before spring starts and pedestrian traffic becomes heavier.

Eisenhart departs due to prior commitments at 3:15 pm.

E-3. W.S. Gibbs Memorial Park Update

Lemley asks for guidance from the board regarding our minor financial deficit for the development of Gibbs, and how we should communicate the concern with the Commissioners and Council (some costs are unknown at this point). Hayden suggests sharing the information that is known, but not suggest any commitment or expectations needed for the project.

Lemley states that during a recent meeting with IDEM, he was informed that a possible additional permit may be needed from the Army Corps of Engineers. Obtaining the permit can be a long and lengthy process and he was concerned this issue would set development back further. During a site survey, Green3 categorized a waterway as a stream (meaning an additional needed permit) that has created concern. A representative from the Army Corps of Engineering assured Hartman that the current federal laws concerning streams and wetlands are being revised, it should not be an issue moving forward. He has no concern regarding the classification but wanted to make the board aware of the issue.

Lemley informs the board that a public notice sign has been posted at the Gibbs property. This sign is to inform the public of a meeting regarding the future development plans at Gibbs involving the Avon Plan Commission. This hearing will take place on March 23, 2020 at 7pm and is open to the public.

Lemley reports that a pre-bid meeting was held with potential bid contractors and had 5 company representatives attend. It was originally scheduled to be at the Gibbs property, but due to weather conditions, it was relocated to the main office. Four of those that attended submitted a bid.

Lemley informs the board that the mitigation project that has been anticipated through DNR may fall through due to the number of competing projects throughout Indiana. This comes as a disappointment to the department because it had been suggested by the DNR not to begin management of the eastern portion of the Gibbs property. Lemley states that while he is disheartened, he looks forward to making progress towards the development on that portion of land.

F. REPORTS

F-1. Superintendent Report

Lemley reports the continued work on the current Explorer issue for Summer 2020. He states that the team has created some anticipated programs and he looks forward to another great issue.

Deanna Murphy, a local realtor and parks supporter, has partnered with the Parks Foundation and has developed a video highlighting Maple Syrup Days, featuring Naturalist Sarah Wolf. It has been posted on her company's page, the department's Facebook page and has been shared by the Foundation.

Lemley shares that Danville Chiropractor approached him about a possible partnership with the department. Lemley determined that Danville Chiropractor could be a possible vendor or sponsor for the Summer Fun Run and has contacted Meghan Stritar, of the Parks Foundation, to continue that conversation.

F-2. Budget Report

Ivie reports that he sees no issues with the budget. He states there is approximately \$1.45 million to put towards the development of Gibbs. Ivie states that although the department is short of the lowest bid cost, he and Lemley have discussed that possibility moving forward and he anticipates no issues acquiring needed funds.

F-3. Parks Foundation of Hendricks County Report

Emsweller states that there is not much to update the board on, the Foundation is focused on creating a successful event for the Pancake Breakfasts at McCloud Nature Parks over the next two weeks.

Emsweller shares information regarding a recent meeting the Foundation organized with park staff throughout the county. Emsweller explained that since the expansion of the Foundation, the individual departments will need to be more proactive on finding grants and alternative funding opportunities. Lemley asked if departments should be doing their own fundraising as opposed to allow the Foundation to manage events. It is suggested that the department create a defined plan for all project; the Foundation can then create a fundraising plan for the project.

Hayden suggests a proposal be written for the nature playground plans to allow the Foundation to review and seek additional funding.

ADJOURNMENT

Emsweller moves to adjourn the meeting, Freije seconds; passed unanimously.

The meeting adjourned at 3:59 pm.

Respectfully submitted,

Matt Freije, Secretary

Next Meeting: Wednesday, April 1st, 2020