



Park Board Meeting Minutes

Wednesday, March 2nd, 2022
2:00pm

955 E. Main Street
Danville, IN 46122

CALL TO ORDER

The meeting was called to order at 2:00 p.m.

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

Staff Present: Ryan Lemley, Superintendent
Eric Ivie, Assistant Superintendent
Jim Holtsclaw, Park Manager
Sarah Wolf, Park Naturalist
Patty Seymour, Administrative Assistant

Guests: Darren Wells, GRW Engineering

A. CALENDAR

A-1. Adopt Agenda

Miner requested to amend the agenda, adding B-3. – Big Walnut Watershed Alliance Grant.

Miner moved to adopt the amended agenda; seconded by Freije; motion passed unanimously.

A-2. Approval of Minutes from February 2nd, 2022, Park Board Meeting

Emsweller moved to approve the minutes; seconded by Freije; motion passed unanimously with DuMond and Eisenhart abstaining.

B. PUBLIC HEARINGS / PRESENTATIONS

B-1. Public Comments

None.

B-2. Mill Creek Community School Corporation – Revised Easement Request for Sanitary Sewage Line Installation on Park Board Property

Lemley updated the Park Board on the status of the easement request from Mill Creek Community School Corporation (MCCSC) for a sanitary sewer force main installation project along C.R. 500 South in Clayton, highlighting that MCCSC provided a letter offering fair market compensation of \$6,800 per-acre for Park Board consideration. The letter was accompanied by an associated easement agreement, in which specific details were outlined. Lemley noted that Graham Youngs, Hendricks County legal counsel, has reviewed and provided guidance with the agreement.

Lemley invited MCCSC representative, Darren Wells, with GRW Engineering to the discussion and to answer any questions the Park Board may have. Lemley noted that MCCSC will compensate the Park Board a total of \$24,072.00 for the easement that encompasses 3.54 acres of land, with an approximate .5-acre land donation being provided by the Park Board for use of a temporary construction easement. DuMond inquired about adding a minor revision to the easement document verbiage. The Park Board agreed that the intent was assumed regarding DuMond's inquiry. The easement documents will be executed between the two parties, with Hayden signing on behalf of the Park Board. GRW will record the document upon receiving signatures from both parties. **Miner moved to accept and approve the easement document as written; seconded by Freije; motion passed unanimously.**

Lemley requested that a field survey/marketing for the proposed construction parameters be complete as soon as possible in anticipation of spring farming operations for the affected area. Wells responded, stating that yes, it can be marked but that he would have to receive official approval from MCCSC to do so as this was not originally included within their scope of service. Lemley requested approval from the Park Board to revise the 2022 farm lease agreement with tenant farmer, Eric George, to reflect such changes for the tillable land along C.R. 500 South. The Park Board approved Lemley's request and further suggested that construction plans be provided to the tenant farmer.

B-3. Big Walnut Watershed Alliance Grant

Miner informed the Park Board of possible grant fund availability for stream bank stabilization along Big Walnut Watershed and requested that the Park Board consider applying for the 319 Grant. Miner stated that the grant has a cost share of up to 75%, but the total amount of available funds is unknown at this time. Lemley shared his support for the program but is concerned that with current budget planning and commitments for 2022, that a project such as this could potentially put the department over budget and would not have the funds to apply toward this commitment. After further discussion, the Park Board determined that they would leave the subject matter up to Lemley's consideration for the time being.

C. NEW BUSINESS

C-1. Proposed Memorial Bench Policy

Lemley requested the Park Board review and consider adopting a proposed and standardized Memorial Bench Program policy. Lemley provided copies of the proposed program policy, spearheaded by Seymour, which mimics the format of other policies within the department. The proposed Memorial Bench Policy includes an application for potential sponsors, outlines department obligations, along with

highlighting a memorial bench sponsorship cost of \$2,000.00. Lemley noted that HCP&R have received several requests in the past from patrons looking to honor their loved ones in dedicating a park bench in their honor within their favorite park. Lemley noted that engraving would be performed in-house by the maintenance team using the C-N-C machine to engrave a standardized memorial message directly onto the bench back planks. Another available option would be to have the bench supplier perform the routing of the memorial message at an added cost. Seymour provided additional information to the Park Board of surrounding communities that offer similar programs. Hayden and DuMond commented that the proposal was clear and well written. After further discussion the Park Board expressed their support for the Memorial Bench Program policy and added that this could open the door to additional memorial sponsorship programs, such as tree donations. **Eisenhart moved to adopt the Memorial Bench Program policy as proposed; seconded by Pell; motion passed unanimously.**

C-2. Waiver of Liability for Recreational Activities – Axe Throwing & Slingshots

Lemley advised the Park Board that a local volunteer group approached the Naturalist team offering to provide an introduction to axe throwing and slingshot program during the upcoming Maple Syrup/Pancake Festival to be held on March 5th and 12th respectively. Lemley requested the Park Board review and provide necessary revisions to the proposed axe throwing and slingshot waiver of liability form, adding that legal counsel, Graham Youngs, has reviewed the waiver and provided his recommended revisions. DuMond asked how the event activity will be supervised and asked if the Park Board was to provide approval for a single event or for potential future events. Wolf stated that the activity station will be conducted and managed by the volunteer group, adding that this specific group regularly attends community events such as this, offering their services in providing this type of recreation activity. Lemley further clarified that it would be their intention to seek approval from the Park Board to provide this type of activity for ongoing programs in the event that the Naturalist team determines to add such activity to their programming, similar to introduction to archery and atlatl that they currently offer programs for. Miner commented that he would prefer to abstain from voting. DuMond expressed that he would be apt in accepting the waiver but would like to see some written parameters and limitations of the program outlining any risks while the activity is taking place.

The Park Board had further extensive discussion pertaining to the subject matter. Emsweller extended the conversation stating that this is just a policy and how the policy is administered would be up to the staff to determine for each individual event, furthermore, Emsweller added that he entrusts park staff to ensure procedure and safety precautions are followed accordingly. Hayden shared comments in agreement with Emsweller. DuMond commented that he could not approve a waiver in absence of a policy. **Emsweller moved to approve the proposed axe throwing and slingshot waiver of liability form as written; seconded by Pell; Motion passed with 5 votes in favor and 2 against with DuMond and Miner opposing.**

Emsweller and Eisenhart added discussion suggesting that if there is a need for such a policy it should be addressed, and rules should be posted on site during the event activity. Lemley and Wolf will work together to ensure that rules are posted during the event.

D. UNFINISHED BUSINESS

D-1. W.S. Gibbs Memorial Park – Maintenance Hub Update

Lemley reported that he and Holtsclaw visited the Hendricks County 4-H Fairgrounds and Complex Center and was provided a tour of the maintenance shop by facility manager, Chris Feuguay. Lemley

added that Feuguay provided beneficial information in constructing a successful and lasting maintenance facility. Lemley informed the Park Board that Midland Post Frame Buildings provided a revised quote that reflects changes, previously guided by the Park Board, to expand the original building dimensions from 100'(L), 60'(W), 14'(H) to 120'(L), 60'(W), 16'(H). The revised building dimensions increased the overall costs by approximately \$55,000. Lemley noted that the maintenance team will be responsible for completing the majority of interior framework, including the construction of maintenance offices, loft area, breakroom, restrooms, etc. The project would be solicited to at least three vendors when it comes time for the project to go out for bids. Lemley reiterated that the building will be used solely as a maintenance facility and does not intend to utilize it for park administrative offices. The Park Board had further discussion about the subject matter including future phases of park development, possible administrative office options, and building requirements and permits from the Town of Avon.

D-2. W.S. Gibbs Memorial Park – Permit Proposal from Align Engineering Consultants

Lemley requested Park Board input and authorization to enter into agreement with Align Civil Engineering Consultants for Professional Services not to exceed \$45,700.00 for site design and engineering services of the proposed maintenance facility. Lemley further recommended that the Park Board consider including Construction Services at an additional cost within the scope of the agreement, bringing the quote to \$47,700.00. Lemley noted that the scope of work includes multiple permitting processes, Development Plan Review with the Town of Avon, site design and construction plans, topographical and boundary survey, bidding phase, etc. DuMond voiced some concerns regarding exclusions within the proposed agreement. Hayden empathized with DuMond's concerns while adding that Align Engineering has proven their reliability and has been consistent with their bids in the past. Hayden expanded further, commenting that the exclusions would be applied as Special Conditions for services beyond the scope of work to cover any unknowns as the project moves forward. Upon further discussion the Park Board agreed with Lemley's recommendation and request to enter into agreement with Align Civil Engineering as proposed. Miner moved to enter into agreement with Align Civil Engineering for Professional Services not to exceed \$45,700.00. Lemley requested to amend the motion to include \$2,000.00 for Construction Services within the scope of work, bringing the total contract amount to \$47,700.00. **Miner moved to approve the amended motion per Lemley's request; seconded by Emsweller; motion passed unanimously.**

D-3. W.S. Gibbs Memorial Park – Land & Water Conservation Fund Grant Update

Lemley notified the Park Board that the full reconnaissance level archaeological survey required by the Indiana Division of Historical Preservation & Archaeology (DHPA) for the Land & Water Conservation Fund (L&WCF) grant award has been completed by Cardno for the two un-disturbed areas of the property at W.S. Gibbs Memorial Park where the proposed restrooms will be located. Several artifacts were discovered within the proposed area for the future restroom locations. Lemley reported that once Cardno submits the finalized archaeological report to DHPA, they have 30 days to review and provide comments to the branch section of the Land and Water Conservation District (L&WCD). Due to the outcome of the archaeology survey, Lemley proposed to make a slight adjustment to the location of the future restroom facility placement but will remain within the surveyed area so that an additional study will not be needed. Lemley went on to say that it was his belief that DHPA will likely support a minor modification to the restroom facility location, but he expects to receive guidance on how to proceed with the work upon completion of DHPA review of the surveyed report. Lemley further stated that the public bid process for the implementation of the paved ADA trail will likely be postponed.

E. PROPERTY UPDATES

E-1. McCloud Nature Park

Lemley advised that Tom Swinford, Assistant Director for Nature Preserves of Indiana Department of Natural Resources (IDNR), has approved the prescribed prairie burn contract with Turner Forestry.

Lemley informed the Park Board that Harris Sugar Bush confirmed that they will attend the upcoming Maple Syrup Days and will have their product available for attendees to purchase.

Lemley reported that with the assistance from Carol Wood, the Naturalist team assembled themed backpacks to be utilized for the Adventure Backpack loaner program. The program, sponsored by Wood, includes interactive tablets with related apps for patrons to borrow while visiting McCloud Nature Park.

Lemley noted that with the decline of interest and participation within the Active Council on Recreational Needs (ACORN) program, the Naturalist team intends to pursue alternative methods to enhance recruiting and marketing efforts of the program. Freije suggested to reach out more to some of the outlying schools in Hendricks County.

As of Thursday, February 24th, TRAFx counters documented 710 vehicles visiting the park this month.

E-2. Vandalia Trail

Lemley reported that he recently had the opportunity to present and discuss the department's desire to expand the Vandalia trail through the Town of Clayton and beyond to the east with the Town of Clayton Plan Commission and Town Council President. The topic was discussed at length in exploring viable route options to expand the future trail into Lambert Park in preparation for upcoming grant opportunities. Lemley noted that the immediate goal would be to connect the trail to Lambert Park, within the Town of Clayton, as this would have a positive impact for future grant opportunities. Taking this into consideration, Lemley is confident that an agreed upon route, potentially utilizing a utility easement owned by the Town of Clayton, to expand the trail to Lambert Park may be accomplished. Lemley believes this to be the most feasible route but will require further investigation and resources put toward the project. Lemley added that all involved parties are supportive of expanding the trail through the Town of Clayton and will provide the Park Board written support to include within future grant application packets. After extensive discussion the Park Board voiced their support in utilizing the Town's utility easement as the preferred option to route the future trail connection to the park. Lemley will continue to coordinate with Clayton Town Manager, Jeff Eder, in making progress on the immediate task over the next several weeks.

Lemley updated the Park Board on the status of the Reitzel parcel located along C.R. 500 South while noting that the right-of-way agent will continue to try to contact the parcel owner.

As of Thursday, February 24th, TRAFx counters documented 593 patrons visiting the Vandalia Trail this month.

E-3. W.S. Gibbs Memorial Park

Lemley notified the Park Board that Align Civil Engineering Consultants are in the process of filing a Notice of Termination (NOT) for the Indiana Department of Environmental Management (IDEM) Rule

5 erosion control permit. The permit was originally filed for phase one development of W.S. Gibbs Memorial Park. With the entire site being stabilized, this eliminates the need for a continuation of the permit.

Lemley reported that the event sponsorship and vendor support to help offset program costs is gaining popularity for the movie night events scheduled for the summer months.

Lemley informed the Park Board that the department received positive comments at a previous Hendricks County Board of Commissioners meeting from Commissioner Dawes about the sledding hill at W.S. Gibbs Memorial Park during the snowfall event. Lemley commended Jim Holtsclaw, Jason Kittle, and Oather Duncan for a job well done in responding to the snowfall event at Gibbs Park for patrons to be able to enter the park and enjoy their new sledding hill.

Lemley reported that the Maintenance team is doing a great job in making progress on clearing dead and invasive woody debris at Gibbs Park.

As of Thursday, February 24th, TRAFx counters documented 2,484 vehicles visiting W.S. Gibbs Memorial Park this month. It should be noted that half of the park attendance occurred within a four-day period surrounding the snowfall event.

F. REPORTS

F-1. Superintendent Report

Lemley had no additional information to report.

F-2. Budget Report

Ivie reported no issues or concerns with the budget report to date. Ivie mentioned that HCP&R received funds from the Parks Foundation of Hendricks County (PFOHC), and that the balance and spendable amounts are reflected on the budget report.

Ivie updated the Park Board on plans for use of Additional Fund line items.

Ivie reported that tenant farmer Searcy submitted the first installment of crop lease payment for the Gibbs parcel.

Lemley highlighted that Katy Cummings has been fantastic to work with and continues to be responsive in providing funds to HCP&R upon receiving them through the Foundation.

Lemley notified the Park Board that HCP&R recently received an invoice from legal counsel, Steuerwald, Witham & Youngs, LLP for Professional Services with date of services beginning in June 2021 through January 2022. Lemley noted that this is the first time that he has received an invoice for such services since his employment with Hendricks County. With that being stated, Lemley highlighted that some of the rendered services in questioning whether such services were authorized by him. Emsweller commented that he has not seen an invoice from legal counsel during his tenure with the Park Board and suggested that Lemley make an informal friendly inquiry for further clarification so that we can properly budget for these services if this is something the department will be responsible for paying going forward. DuMond concurred with Emsweller's comments and questioned whether the County

Attorney Retention agreement or policy has been changed. DuMond added that the dollar amount of billed services seems reasonable but finds that getting invoiced for services over six months old is a little troubling.

F-3. Parks Foundation of Hendricks County Report

Eisenhart reported that the supplies for the upcoming pancake breakfast have been ordered. Approximately 200 attendees, split between the two-weekend events, are currently signed up for breakfast reservations. Walk-in and carry-out orders will be accepted during the breakfast, but reserved attendees will take priority. Breakfast will be served from 8:00 a.m. until 12:30 p.m. both weekends. Eisenhart requested that Wolf provide a report of volunteers scheduled to work, ahead of the upcoming weekend, for volunteers to check in, and thanked her for her efforts in coordinating sign-ups for the event. Eisenhart advised that it may be beneficial to determine what the donated funds will be designated for to promote at the events. A local Girl Scout Troop was approved to sell cookies at the event with two scouts selling cookies and two scouts volunteering to clean tables during the pancake breakfast. Additional discussion took place regarding accepted forms of payment for donations and how PFOHC will identify electronic payments designated for the event. Seymour will coordinate with Katy Cummings, PFOHC Executive Director, to ensure that donations received online will be allocated to Hendricks County Parks and Recreation, specifically for McCloud Nature Park. Donations in the form of cash or check will be accepted as well.

Emsweller reported that he and Jeff Banning have been working on by-law revisions for the Foundation and were recently presented to the Board for consideration to be voted on shortly. Emsweller added that in-person Foundation meetings will be held at various locations in the future, and it is the hope of the Foundation to get new members on the same rotation to serve a three-year term. Emsweller commended Cummings on doing a job well done in working with all the different agencies on a regular basis.

ADJOURNMENT

Miner moved to adjourn the meeting; seconded by Freije; meeting adjourned at 4:14 p.m.

The next Park Board meeting will be held on Wednesday, April 6th at 2:00 p.m. at the Hendricks County Parks and Recreation Department Main Building Conference Room.

Respectfully Submitted,

Matt Freije, Secretary