



## Park Board Meeting Minutes

Wednesday, September 7<sup>th</sup>, 2022  
2:00 p.m.

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 (via telephone)  
Brad Eisenhart, Vice President  
Matt Freije, Secretary  
Bill DuMond  
Gary Emsweller  
Paul Miner  
Jeff Pell

**Staff Present:** Ryan Lemley, Superintendent (Departed 2:10 p.m.; Returned 3:15 p.m.)  
Eric Ivie, Assistant Superintendent  
Jim Holtsclaw, Park Manager  
Sarah Wolf, Park Naturalist  
Patty Seymour, Administrative Assistant

**Guests:** None

### **A. CALENDAR**

#### **A-1. Adopt Agenda**

Ivie requested to amend the agenda to move item D-1. Vandalia Trail Announcement of RFQ Submittals to the end of the agenda to allow Lemley to be present during the discussion as he must leave the Board meeting for a period of time, returning prior to adjournment of the meeting.

**Pell moved to adopt the agenda as amended; seconded by Freije; motion passed unanimously.**

#### **A-2. Approval of Minutes from August 3<sup>rd</sup>, 2022, Park Board Meeting**

**Miner moved to approve the minutes; seconded by Freije; motion passed unanimously. Eisenhart abstained due to absence of August Park Board Meeting.**

### **B. PUBLIC HEARINGS / PRESENTATIONS**

#### **B-1. Public Comments**

None

## **C. NEW BUSINESS**

### **C-1. 2023 Budget Hearing**

Ivie informed the Park Board that Lemley attended the 2023 budget hearing with the Hendricks County Council recently. The 2023 proposed budget request was similar to the 2022 approved budget, aside from a few differences regarding Telephone, Trash Collection, and Legal Fees Line Items. Ivie reminded the Park Board that the department is now responsible for paying legal fees for use of legal counsel with Hendricks County Attorney, Greg Steuerwald, as opposed to previous years where the legal fees were covered by Hendricks County Commissioners. The proposed County General Fund consists of a total increase of \$11,000.00, which was approved by the Council, along with the Food and Beverage Fund increase request. Ivie noted that salary increases are typically reviewed and approved later in the year aside from one development that occurred recently related to the Park Manager's position. Ivie informed the Park Board that Commissioner Dawes requested to meet with Lemley and the Budget Committee to review and discuss the Park Superintendent's position, which is the reason why Lemley will be stepping out of the Board meeting for a short time.

Ivie informed the Park Board that there has been a continued delay with professional repairs to the Bobcat skid steer. Bobcat of Indy was the selected vendor for the replacement of a drive motor, both rear idlers, general servicing, etc. The required repairs totaled \$6,700.00. Ivie went on to explain that the newly repaired equipment worked for a total of two hours before it had to be returned to the vendor to see why it is not working again. Although the equipment repairs delayed our efforts to carving out the fish themed maze into the 52-acre native prairie at McCloud Nature Park, Holtsclaw stayed late to complete the task ahead of the advertised deadline of Labor Day weekend. The Park Board had further discussion regarding the subject matter.

### **C-2. W.S. Gibbs Memorial Park – Service Projects**

Ivie advised the Park Board of upcoming community involvement events that are scheduled to be hosted at W.S. Gibbs Memorial Park. The first event is scheduled for Thursday, September 15<sup>th</sup>, in continued partnership with Avon High School for their annual Junior Day of Caring service project. It is expected that 20 to 25 students will be on site to assist with planting trees, cleaning signs, and other general maintenance jobs.

The second service project event will be held on Thursday, September 22<sup>nd</sup>, with Eli Lilly participating as part of the Eli Lilly Global Day of Service event. They will have approximately 20 participants who will assist the maintenance team with a trail expansion project, along with the removal of un-desirable vegetation.

## **D. UNFINISHED BUSINESS**

### **D-1. Vandalia Trail – Announcement of RFQ Submittals (Eastern Expansion)**

D-1 agenda topic is located after F-2. Naturalist Update.

### **D-2. W.S. Gibbs Memorial Park – Maintenance Hub**

Ivie reported that Lemley and Evan Miller (Align Civil Engineering Consultants) met with the Town of Avon Technical Advisory Committee (TAC) on August 18<sup>th</sup>. Upon completion of the TAC review process with staff from the Town of Avon, minor deficiencies and revisions regarding the building/construction application and plans were highlighted during the meeting. Miller submitted the revised construction plans to the Town on Thursday, September 1<sup>st</sup>, ahead of the Development Plan Review Meeting with Avon Plan Commission scheduled for September 26<sup>th</sup>. Ivie provided the Park

Board a draft copy of the elevation drawings of the proposed maintenance facility and reminded the Board that the shell of the building will be constructed by the chosen contractor, while the maintenance team will complete the interior finish of the facility. The maintenance team will have the option to install additional windows accordingly, as they work on the interior portion of the building. Ivie informed the Park Board that Lemley has been in contact with the adjacent parcel owner to the north, as a courtesy, to discuss the proposed building construction.

Ivie notified the Park Board that the Commercial On-Site Sewage System Pre-Application that was submitted to Indiana Department of Environmental Management (IDEM) in mid-May is still awaiting a response from IDEM. It appears that IDEM will likely defer the application review to the Hendricks County Health Department due to a considerable amount of backlog work that IDEM is currently facing. Lemley has contacted the Health Department for assistance with this task in the event that they will be the reviewing agency.

Ivie reported that IDEM Drinking Water Branch determined that the well, as proposed, will not be required to be registered as a public water system with the State of Indiana due to the proposed use of such well. Upon completion of the maintenance hub construction, the maintenance facility well will be added to the already established list of monthly testing sites.

Ivie advised that Lemley has initiated the electrical installation process for the maintenance hub with Hendricks Power. Holtsclaw explained that Hendricks Power will install a little over 1,000 feet of buried electrical line while concurrently placing additional conduit to support the installation of fiber optic cable that will be provided by Endeavor Communications within the same trench. The cost of such installation will be \$3,200.00 and should be finalized within the next two to four weeks. Holtsclaw added that the 400-amp meter base required for the electrical service will be provided by HCP&R department and is not included within Hendricks Power's scope of work.

Upon Lemley's return to the meeting he informed the Park Board that the construction bid packets are being prepared by Align Engineering as they continue to remain on schedule, with the hope to have the packets ready for Park Board review in October. Lemley anticipates awarding the bid in early November if all goes well. Additional discussion about a variety of topics took place regarding the subject matter relating to construction costs and estimates, funding, and overall project timeline.

#### D-3. Duke Energy Easement

Ivie informed the Park Board that Duke Energy Land Agent, Michael Lark, provided the revised easement agreement late afternoon on Tuesday, August 2<sup>nd</sup>. After reviewing the easement document with Lemley, Ivie remarked that he and Lemley feel that Duke Energy has resolved most of the Park Board's concerns relating to the easement agreement. However, Ivie pointed out that they are not attorneys, and requested the document be reviewed by Park Board Member DuMond. DuMond shared his thoughts and provided comments to the Board regarding the noted revisions. All things considered, DuMond expressed the opinion that the document revisions are an improvement from where it started and is acceptable as submitted. Upon further discussion, it was decided that Park Board President, Hayden, will sign the final easement agreement. The Park Board expressed appreciation for DuMond and Hayden and thanked them for their dedication and assistance with bringing this task to a resolve.

### E. PROPERTY UPDATES

#### E-1. McCloud Nature Park

Ivie reported that McCloud Nature Park was recently featured within an independent article published by *The Point's Guy* (a company developed for maximizing travel experiences while minimizing

spending). Ivie continued to provide the Park Board a brief background of the company and noted that *The Point's Guy* has over 2 million followers on social media. McCloud Nature Park was listed as one of the top 13 destinations in the world to see beautiful fall foliage without the crowds. Ivie thanked Eisenhart for bringing the article to their attention upon discovering it.

Ivie informed the Park Board in partnership with Race Maker Productions, the Beaver Chase marathon that took place at McCloud Nature Park on Saturday, August 13<sup>th</sup>, was a success, with 167 runners participating. Race Maker Productions compensated the department \$550.00 for being the host site for the event. The marathon provided a wide range of exposure for the department with several patrons traveling from Arizona, Ohio, Pennsylvania, Texas, and Massachusetts. Although, initial coordination with Race Maker Productions was a little strenuous, the day of the event, Race Maker Productions' team was remarkable. The event went exceedingly well with minimal impact to the park trails. With such a positive and successful outcome, the department will continue their partnership with Race Maker Productions for the upcoming Fall Colors Run as well as the Beaver Chase marathon for 2023.

Ivie advised that the Pollinator Party, previously known as the Bee Festival, took place at McCloud Nature Park on Saturday, August 20<sup>th</sup>, bringing a crowd of 164 patrons attending the event.

Ivie informed the Park Board that Holtsclaw and the maintenance team have been dedicating much of their time toward clearing undesirable vegetation and better manicuring various areas at McCloud Nature Park. Ivie provided positive comments toward Holtsclaw and the maintenance team for their extra efforts in beautifying the park.

TRAFx counters documented 1,697 vehicles visiting the park this month.

#### E-2. Vandalia Trail

Ivie informed the Park Board that two Request for Qualification (RFQ) proposals for the eastern expansion of Vandalia Trail (from Lambert Park, in the Town of Clayton, west to a point near County Road 250 West), were submitted by two engineering firms. V.S. Engineering and Align Civil Engineering Consultants submitted their proposals prior to the September 6<sup>th</sup>, close of business, deadline. Ivie highlighted that, through the process, Align Civil Engineering Consultants discovered the need for a construction in a floodway permit issued through the Department of Natural Resources (DNR), Division of Water, will be required for the western portion of the future trail. This portion of the trail will need to be designed for a 100-year flood event. Ivie explained further, that due to the nature of the permitting process, Align Engineering reported the unexpected discovery to Lemley ahead of submitting their proposal.

Ivie requested the Park Board to develop a sub-committee to review the engineering RFQ proposals. The sub-committee will collectively review and rank the RFQ's prior to presenting a recommended vendor to the entire Park Board during the October 5<sup>th</sup> meeting. If deemed necessary, the committee will host in-person interviews with engineering firms to establish the best partner for the project. Ivie informed the Park Board that he, Lemley, and Holtsclaw, were chosen to participate in the selection process as part of the sub-committee. The Park Board selected Hayden, Eisenhart, and Miner to serve on the committee. It was decided that the selection committee will consist of Hayden, Eisenhart, Miner, Lemley, Ivie, and Holtsclaw.

Ivie requested to continue the discussion and RFQ proposal openings when Lemley returns to the meeting. The Park Board agreed with Ivie's request to revisit the topic upon Lemley's return.

Along with weekly grooming of the Vandalia Trail, Ivie reported that the maintenance team completed the removal of impeding and invasive vegetation along the trail, including the equestrian portion of the trail.

TRAFx counters documented 2,689 patrons visiting Vandalia Trail in August.

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

Ivie reported that the county-wide Summer Fun Run Series was hosted at W.S. Gibbs Memorial Park from August 17<sup>th</sup> through the 23<sup>rd</sup>. The Parks Foundation of Hendricks County (PFOHC) is still tallying up the results for that week.

Ivie informed the Park Board that the maintenance team has started the intermittent task of expanding the pedestrian trail system at Gibbs Park. Clearing of selected trees along the wooded portion of the future trail will be required, in addition to the installation of drainage pipes. Once finalized, the trail expansion project will add approximately one mile of trail to the already established 2-mile trail system at the park. Eisenhart inquired about the proposed design for the western portion of the park. Ivie said that the department is currently reviewing it now with the addition of some of the trails and placement of the maintenance hub, while adding that future office space and/or nature center is still part of the plan. The overarching idea for the back 70 acres is to keep the integrity of the natural landscape and having more of a nature preservation type of feel to it, while removing dead and undesirable vegetation. Eisenhart recommended to start thinking about putting a plan together on paper.

Ivie noted that the DNR Land and Water Conservation Fund Grant (LWCF) is expected to be announced in September 2022.

The Park Board discussed a variety of topics relating to the 20-acre residential parcel currently owned by John “Chub” and Lydia Gibbs.

TRAFx counters documented 4,168 vehicles visiting W.S. Gibbs Memorial Park in August.

## **F. REPORTS**

### F-1. Superintendent Report

Ivie notified the Park Board of the upcoming 2022 Indiana Parks and Recreation Association (IPRA) conference to be held in Indianapolis from November 15<sup>th</sup> through the 17<sup>th</sup>. All full-time staff is registered to attend and represent Hendricks County. Ivie mentioned that HCP&R is being considered for two awards during the conference for the innovative program award for the 2021 McCloud Prairie Maze, the cicada, and exceptional park design for Gibbs.

Ivie reported that Lemley provided input to DNR pertaining to the upcoming comprehensive study. Lemley submitted survey information that related to HCP&R. The information obtained within the survey will aid in the upcoming development of DNR’s Statewide Comprehensive Outdoor Recreation Plan (2025-2030 Indiana SCORP).

Ivie informed the Park Board that the fall edition of *The Explorer* was delivered county-wide during the second week of August. The in-house publication provides a glimpse of on-going park enhancement projects, along with highlighting scheduled programming and recreational events for the next several months.

DuMond requested to be put on the agenda for the November meeting to allow Dave Jackson to provide

an update to the Park Board.

Pell notified the Park Board that he will not be present at November's meeting due to a scheduling conflict with work.

#### F-2. Naturalist Update

Ivie invited Park Naturalist, Sarah Wolf, to the table for discussion. Wolf provided the Park Board updates summarizing upcoming events the naturalist team are planning. Wolf invited the Park Board to attend the upcoming 19<sup>th</sup> Century Archeology History program event scheduled for September 10<sup>th</sup> at W.S. Gibbs Memorial Park. Wolf went on to say that archaeologists from Cardno (now Stantec) will be present to discuss the results of the reconnaissance level archaeological survey, that previously took place on park property. Additional programs Wolf mentioned included the astronomy stargazing event to be held at McCloud Nature Park on September 10<sup>th</sup>, Painting in the Park fall event to be held at W.S. Gibbs Memorial Park on September 15<sup>th</sup> with another Painting in the Park event scheduled for November at McCloud Nature Center. Wolf noted that both events are almost completely full.

The Family Campout at McCloud Nature Park scheduled for September 17<sup>th</sup> through the 18<sup>th</sup> is full, with approximately 20 families registered for the event.

Wolf announced that the first annual fall harvest festival will be held on Saturday October 8<sup>th</sup> at W.S. Gibbs Memorial Park and will include a scarecrow contest amongst other activities. Ivie reported that due to health code regulations, the previously advertised chili cook-off event had to be cancelled. The department recently learned that the Health Department requires people serving food to the public to be ServSafe Certified. Ivie went on to say that considering learning this information, a solution has already been determined. Joe Lembo's father is ServSafe Certified and volunteered to serve chili (purchased at Gordon's Food Service) at the event, therefore replacing the original cook-off event, while also following health safety codes.

Wolf announced that the Fall Colors Festival is scheduled for October 22<sup>nd</sup> at McCloud Nature Park along with the Fall Colors Run 5K and 10K marathon event taking place in the morning.

A Walk in the Trees program will be held at the Amo trailhead located along the Vandalia Trail on October 15<sup>th</sup>.

Schools are beginning to register for field trips at McCloud Nature Park.

#### D-1. Vandalia Trail – Announcement of RFQ Submittals (Eastern Expansion)

Lemley advised the Park Board previously approved the Request for Qualifications (RFQ) submittal requirements which is to include a maximum cost amount. Lemley informed the Park Board that he, Ivie, and Holtsclaw met with VS Engineering prior to the submission deadline to review the RFQ and had some discussion over the phone with Align Civil Engineering Consultants. After meeting with VS Engineering and talking with Align Civil Engineering, Lemley, Ivie, and Holtsclaw were pleased with both firms that submitted the RFQ proposals.

Lemley opened VS Engineering's proposal packet and announced the following information:

- Electronic copy of the proposal was enclosed with the hard copy packet
- Survey Maximum: \$88,500
- Trail Design: \$105,000 - \$120,000

- Board Walk Design: \$12,000 - \$20,000
- Hydraulics and Permitting: \$15,000 - \$20,000
- Bidding Assistance: \$6,500
- Construction Inspection: \$30,000 - \$40,000
- Total Contract Amount: \$257,000 - \$295,000
- Total Estimated Amount for Engineering, Design, Construction Services, and Administration: \$295,000

Lemley opened Align Civil Engineering Consultants proposal packet and announced the following:

Estimated cost for engineering services:

- Topographic Survey: \$30,000
- Schematic Plans: \$20,800
- 50% Plans: \$87,300
- Construction Documents: \$31,800
- Permits (excluding wetland permit): \$5,000
- Permits for Geotechnical Engineering: \$15,000
- Landscape Architect: \$20,000
- Total Engineering Estimate with Construction Administration Services: \$246,400

Lemley provided sub-committee members Eisenhart and Miner, folders with a copy of each RFQ packet from each firm along with additional pertinent information. Hayden's sub-committee folder will be delivered by the end of the week. Lemley will follow up with the selection committee to schedule and coordinate a review meeting accordingly.

#### F-3. Budget Report

Ivie reported no problems with the 2022 budget to date. Ivie updated the Park Board on the current status of various Line Item Account funds.

After receiving statements on fund balances from the Hendricks County Community Foundation (HCCF), Ivie explained that due to current market fluctuation, the Foundation reported a loss of over 17% of the total of three investment accounts combined. The budget report reflects the updated balance accordingly. Ivie reminded the Park Board that the funds in those accounts have been re-invested for 2022 and will monitor the market looking ahead for 2023 to determine how to proceed.

#### F-4. Parks Foundation of Hendricks County Report

Eisenhart reported that Hendricks County Parks and Recreation (HCP&R) department hosted the Parks Foundation of Hendricks County (PFOHC) meeting for August and provided positive comments toward Lemley for hosting the Foundation meeting and speaking at the event.

Eisenhart announced that the Hendricks County Community Foundation (HCCF) has awarded the PFOHC a newly developed grant fund of \$20,000 per year, dedicated to help with funding park projects located within Hendricks County.

### ADJOURNMENT

**Freije moved to adjourn; seconded by Emsweller; meeting adjourned at 3:41 p.m.**

**The next Park Board meeting will be held on Wednesday, October 5<sup>th</sup>, at 2:00 p.m. at the**

**Hendricks County Parks and Recreation Department Main Building Conference Room.**

Respectfully Submitted,

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Matt Freije, Secretary