



## **Park Board Meeting Minutes**

Wednesday, November 2<sup>nd</sup>, 2022  
2:00 p.m.

955 E. Main Street  
Danville, IN 46122

### **CALL TO ORDER**

The meeting was called to order at 1:59 p.m.

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

**Board Absent:** Brad Eisenhart, Vice President

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

**Guests:** Evan Miller, Align Civil Engineering Consultants  
Dave Jackson, B&O Trail Association

### **A. CALENDAR**

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

**Miner moved to adopt the agenda; seconded by Pell; motion passed unanimously.**

#### **A-2. Approval of Minutes from October 5<sup>th</sup>, 2022, Park Board Meeting**

**Miner moved to approve the minutes; seconded by Freije; motion passed unanimously.**

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

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

None

## B-2. Dave Jackson – B&O Trail Association

Lemley welcomed Dave Jackson, with B&O Trail Association (BOTA), to the Park Board meeting and invited him to the table for discussion. Jackson provided the Park Board a PowerPoint presentation handout and gave a summary of several topics regarding the B&O Trail. Some of the topics Jackson presented were related to the status of current projects and grants along with proposed plans and trail maintenance in Hendricks and Marion Counties. The Park Board asked Jackson a variety of questions during the presentation as well as discussed land acquisition status in several areas along the B&O Trail route. The Park Board thanked Jackson for attending the meeting and providing an update on BOTA.

## **C. UNFINISHED BUSINESS**

### C-1. Vandalia Trail – Align Civil Engineering Consultants Contract Proposal

Lemley introduced Evan Miller, with Align Civil Engineering Consultants, to the Park Board. Miller will be the project manager for the Vandalia Trail Expansion Project. Lemley highlighted that HCP&R leadership staff met with Align Civil Engineering team members to review and edit the scope of work within the contract agreement for the eastern expansion of Vandalia Trail. In taking a conservative approach they were able to reduce the agreement amount with the new total contract amount, not to exceed, \$240,200.00.

Lemley continued the conversation by informing the Park Board that Tony Murrain has become unresponsive with negotiations in purchasing an easement along the eastern portion of one of the lots he owns fronting CR 500 South, potentially changing the scope of work within this area of the project. Lemley provided the Park Board additional information regarding the proposed fee simple purchase of easement offered to Murrain. Lemley went on to explain that Align Engineering has verbally agreed to reduce the scope of work accordingly if redesign of route is needed, depending on the outcome of Murrain's eastern parcel. Based off previous work history and prior contract agreements with Align Engineering, Ivie provided confidence that they would honor their verbal commitment. Hayden shared that it would be beneficial if Align Engineering could provide something in writing stating as such but does not think that a clause is necessary within the contract, while DuMond disputed that it would be better to add language to the contract. DuMond provided comments proposing additional protective language that he feels should be included within the agreement. Miner agreed with DuMond's comments.

Lemley requested Park Board authorization to enter into a professional agreement with Align Civil Engineering Consultants for the design, engineering, and permitting process for the eastern expansion of the Vandalia Trail. The Park Board had further extensive discussion regarding a variety of topics related to the subject matter. It was determined that the professional services contract with Align Civil Engineering Consultants for the eastern expansion of the Vandalia Trail will be tabled until the December 7<sup>th</sup> regularly scheduled Park Board meeting, with DuMond providing proposed revisions to be included within the contract. Once protective language has been finalized, Lemley will coordinate contract revisions with Align Civil Engineering for their consideration to be included within the agreement document. Viable options in proceeding with the trail expansion, depending on the outcome of pending easement negotiations with property owner(s), were discussed at length.

### C-2. W.S. Gibbs Memorial Park – Maintenance Hub Bid Opening

Lemley announced that sealed bid proposals for the development of a maintenance hub, secured fleet lot, driveway, etc. for W.S. Gibbs Memorial Park were submitted on November 1<sup>st</sup>. Although the notice to bidders was distributed through multiple avenues, only two potential vendors attended the pre-bid meeting on October 18<sup>th</sup>: Midland Post Frame Buildings and John Hall Construction. Prior to the bid

submittal deadline, Midland Post Frame Buildings made the decision to withdraw from the bid submittal process. Since then, HP Legacy has expressed their intent to submit a bid on the project.

The two vendors that submitted bid packets were John Hall Construction out of Plainfield and HP Legacy out of Brownsburg. Lemley opened John Hall Construction bid packet and announced the Base Bid cost of \$857,687.00. Lemley opened HP Legacy bid packet and announced the Base Bid cost of \$942,526.00. Both bid packets will be reviewed by Align Civil Engineering Consultants to confirm each packet meets the bid requirements and a recommendation will be made upon completion of such review. Lemley stated that a special Park Board meeting is scheduled for Wednesday, November 9<sup>th</sup>, at 2:00 p.m. to review the details and potentially issue a notice to proceed to the selected vendor. The Park Board requested that Lemley provide them a copy of the bid document for the recommended vendor upon completion of Align Engineering's review.

### C-3. W.S. Gibbs Memorial Park – Award of Land & Water Conservation Fund Grant

Lemley informed the Park Board of a delay in receiving the Land and Water Conservation Fund (LWCF) grant award documents from the Indiana Department of Natural Resources (DNR). Lemley explained that once the document is complete, DNR will provide an electronic form to Park Board President, Mike Hayden, for signatures in late November. Lemley presented the 50/50 match grant, in the amount of \$1,216,000, announcement to the Hendricks County Council at their November 1<sup>st</sup> meeting. Delay of the reimbursement process through DNR may present a temporary budget challenge to work through. The design of the ADA-asphalt trail surrounding both ponds and leading to the top of the property outlook/sledding hill will be a top priority for the grant. Further extensive discussion about a variety of topics took place related to budget concerns, reimbursement timelines, and possible scope of work adjustments due to inflation costs. If scope of work changes, Lemley suggested to focus on construction of the larger modern restroom structure and completion of trail construction taking priority and requested Park Board guidance on future prioritization of scope of work and budget items for such project.

## **D. NEW BUSINESS**

### D-1. W.S. Gibbs Memorial Park – Parks Foundation of Hendricks County Grant Request

Lemley notified the Park Board that the Parks Foundation of Hendricks County (PFOHC) announced the decision to extend the Hendricks County Community Foundation grant submittal deadline after receiving only one grant request submission.

## **E. PROPERTY UPDATES**

### E-1. McCloud Nature Park

Lemley informed the Park Board that a large portion of the HCP&R team hosted the annual Fall Colors Festival on October 22<sup>nd</sup> at McCloud Nature Park. The warm weather and peaking fall foliage provided ideal conditions for the department's largest event of the year. It is estimated (TRAFx count data) that a little over 1,200 patrons attended the park during the entire event. The Fall Colors Run event took place prior to the festival opening. Lemley reported that 88, out of 97 registrants, participated in the run event. Lemley thanked Emsweller for donating his wagon to use for the hayride at the festival. The hayride generated \$463.00 in donations. Lemley commented that although the overall attendance for the festival this year was respectable, it is concerning that the festival is not bringing in previous years (prior to Covid) attendance levels. Additional discussion took place regarding such concerns and possible options (fall break schedules/conflicts, fundraising partnership opportunities, additional vendors, etc.) to explore for future events.

Lemley announced that online registration for the 2023 spring Sap Run is open and is scheduled in

coordination with the annual Maple Syrup Days/Pancake Breakfast on March 4<sup>th</sup>, 2023. The run event will be organized and marketed through RaceMaker Productions.

Lemley notified the Park Board that the partnership with Purdue University will continue with permitting Ecology and Evolutionary Biology department students the ability to conduct research on the Carolina chickadees at McCloud Nature Park. Data collected in early 2022 revealed a recording of unique songs that has never been documented before. A presentation of the study findings will be provided upon completion of such study.

TRAFx counters documented 2,303 vehicles visiting the park this month.

#### E-2. Vandalia Trail

Upon discovering the installation of three unauthorized “reserved parking for the U.S. Postal Service” signs within the Coatesville trailhead parking lot, Lemley contacted Coatesville Town Manager, Jerry Decker, to inquire about the recent discovery. While discussing with Decker, Lemley learned that Decker was approached by postal service employees regarding a dedicated parking area for the U.S. Postal Service fleet with the Town. Decker provided the representatives Lemley’s contact information and directed them to contact Lemley for discussion. Lemley has not been contacted regarding such request. Additionally, an ADA handicap parking sign has been removed from the general location. After discussion, the Park Board guided Lemley to contact leadership from the Coatesville Post Office to discuss the situation. A replacement ADA parking sign has been ordered for this trailhead location and will be installed using tamperproof hardware.

Lemley reported that both seasonal restrooms along the Vandalia Trail (Coatesville and Amo) were closed and winterized for the season. The seasonal restrooms will re-open to the public on April 1<sup>st</sup>, 2023.

Lemley notified the Park Board that payments for the fall crop lease have been received from the tenant farmer. Lemley is planning to re-visit agreement discussions with the tenant farmer in the coming months.

TRAFx counters documented 1,501 patrons visiting Vandalia Trail in October.

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

Lemley reported that the Town of Avon recently issued a storm water utility bill for developed areas and non-developed areas of W.S. Gibbs Memorial Park. The non-residential fees referenced on the billing statement totaled \$732.00 for a three-month period.

Lemley informed the Park Board that the in-house trail expansion project at W.S. Gibbs Memorial Park is near completion with approximately 3/4 of the 10-foot-wide clearing being finalized to date. The 1-mile trail will meander throughout a wooded area of the property that surrounds the banks of an ephemeral creek. Lemley commended the maintenance department on a job well done.

The inaugural Fall Harvest Festival at Gibbs Park was held on Saturday, October 8<sup>th</sup>, from 10:00 a.m. through 2:00 p.m. and was enjoyed by over 250 attendees. HCP&R staff will continue to expand on the event next year.

TRAFx counters documented 3,003 vehicles visiting W.S. Gibbs Memorial Park in October.

## **F. REPORTS**

### **F-1. Superintendent Report**

Lemley reported that through continued support from Ray Benson and family, HCP&R department will receive two grants for the continued development of W.S. Gibbs Memorial Park. Lemley expressed excitement and gratitude toward Ray Benson and his family for their generous support.

The in-house development of the 2023 winter/spring edition of *The Explorer*, is finalized. The graphic designer is in the process of polishing the publication prior to the printing process occurring.

Lemley reported that John Wayne Huffman, who goes by Wayne, joined the maintenance team recently and is serving as a part-time maintenance technician.

Lemley informed the Park Board that he and Ivie completed the Management in Action Program led by Dr. DeCoster.

Lemley highlighted that the Food and Beverage Fund will sunset in 2042.

### **F-2. Naturalist Update**

Wolf informed the Park Board that she and Assistant Naturalist, Joe Lembo, will be giving a presentation during the Programmer's Summit portion of the upcoming Indiana Parks and Recreation Association (IPRA) annual conference. The conference will take place in downtown Indianapolis November 15<sup>th</sup> through the 17<sup>th</sup>.

The winter Painting in the Park program, scheduled for November 12<sup>th</sup> at McCloud Nature Park is completely full as well as all three sessions of the Winter Wreath Workshops scheduled for December 3<sup>rd</sup>. DuMond asked Wolf to consider taking photos during program workshops and publishing finished project outcomes through local media outlets such as *The Republican* and *The Explorer*.

### **F-3. Budget Report**

Ivie reported that as the end of the calendar year approaches, budgeted line items are diminishing down to zero dollars, as expected and with no concerns. Continued communication with team leaders regarding the budget occur frequently.

Lemley remarked that the encumbrance request to support development of the maintenance hub will be transferred from Other Improvements account and the remaining balance in Development of County Parks account. Additionally, the remainder of the Land Acquisition account will be transferred to Other Improvements account to support finishing the interior of the maintenance facility, which will be done by staff in-house. Ivie provided the Park Board a summary of standard operating practices that typically occur during non-major capital improvement project years. Additional discussion took place about a variety of topics related to the subject matter.

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

Emsweller advised no additional information to report from the Foundation at this time.

## **ADJOURNMENT**

**Freije moved to adjourn the meeting; seconded by Miner; meeting adjourned at 4:36 p.m.**

**The next regularly scheduled Park Board meeting will be held on Wednesday, December 7<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