



## **Park Board Meeting Minutes**

Wednesday, January 4<sup>th</sup>, 2023  
2:00 p.m.

955 E. Main Street  
Danville, IN 46122

### **CALL TO ORDER**

The meeting was called to order at 2:04 p.m.

**Board Present:** Mike Hayden, President  
Brad Eisenhart, Vice President  
Matt Freije, Secretary  
Bill DuMond  
Gary Emsweller  
Paul Miner  
Jeff Pell (arrived 2:22 p.m.)

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

**Staff Absent:** Jim Holtsclaw, Park Manager

**Guests:** None

### **A. CALENDAR**

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

**DuMond moved to adopt the agenda; seconded by Freije; motion passed unanimously.**

#### **A-2. Approval of Minutes from December 7<sup>th</sup>, 2022, Park Board Meeting**

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

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

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

Lemley informed the Park Board that he spoke with a Coatesville Post Office employee regarding the removal of unauthorized signs installed by Coatesville Post Office staff claiming three dedicated parking

spaces within the main Vandalia Trailhead parking lot within the Town of Coatesville. Lemley discussed the matter with an office employee on December 12<sup>th</sup> and advised that, although a delay in removing the signs due to the holidays is understandable, the signs must be removed in a timely manner. The employee stated that they would need additional time to discuss the matter with upper management but ensured Lemley that they would respond “soon”. Lemley invited the employee (and any other staff members) to the January Park Board meeting to discuss the subject in person with the Park Board. The unauthorized signs currently remain in place. Upon further discussion, Lemley was instructed to proceed with sending the Coatesville Post Office a certified letter requesting the removal of the unauthorized signs within 30 days.

### **C. UNFINISHED BUSINESS**

#### **C-1. W.S. Gibbs Memorial Park – State Design Release for Maintenance Hub**

Lemley notified the Park Board of an upcoming pre-construction meeting that he, Ivie, and Holtsclaw have with John Hall Construction, Align Civil Engineering Consultants, and associated vendors for the maintenance hub project. In preparation for the meeting the Project Manager, Jay Jeffries with Patterson Horth (building subcontractor), contacted Indiana Department of Homeland Security (DHS) to prepare for the project and requested an exemption of the State review process, in which it was thought that an exemption may be granted. Due to the size and classification of the commercial-use building, the project is required to be filed with the State of Indiana DHS Plan Review Section, therefore not qualifying for an exemption of this review. Lemley provided the Park Board additional information of what is needed for such review with the State, while highlighting that full architectural drawings for the building and installation of concrete turn downs for the entire footprint of the building will be required, thus, likely sustaining additional costs for the project. Patterson Horth provided John Hall Construction a quote of \$53,141.00 to perform the additional work. Lemley requested Park Board guidance on a specific dollar amount that would allow staff to approve with a potential change order.

Extensive and detailed discussion of a variety of topics related to the subject matter took place. Upon conclusion of such discussion, **Miner moved to allow Lemley authorization to approve a change order up to \$48,310.00 for the additional work required for the State Design Release Permit, while exploring and investigating other options to assist with negotiating a lower cost for such work; seconded by Emsweller; motion passed unanimously.**

Department leadership will continue to seek exemptions or alternative options to reduce the financial burden that we will incur throughout the State of Indiana’s required Construction Design Release process.

### **D. NEW BUSINESS**

#### **D-1. Vandalia Trail – 2023 Housekeeping Contract**

Lemley requested Park Board approval to enter a 2023 housekeeping contract with Kim Cartwright in the amount of \$225.00 weekly compensation for professional cleaning of the Coatesville and Amo trailhead restroom facilities. **Miner moved to approve Lemley’s request; seconded by Emsweller; motion passed unanimously.**

#### **D-2. W.S. Gibbs Memorial Park – Phase II Development**

Lemley provided the Park Board information originating from the Five-year Comprehensive Master Plan, specifically, the survey response from amenities the public would like to see at W.S. Gibbs Memorial Park along with additional information that was discussed while creating the 2021-2025 master plan. Lemley reminded the Park Board that approximately 70 acres of park property is currently undeveloped or in cash crop lease. Of the 70 acres, approximately 10 acres were removed from the crop

lease and is reserved for the development of the maintenance hub. Additionally, the maintenance staff has expanded the trail system from Phase I, connecting it to Phase II, across the ephemeral creek. Small reforestation projects have been completed in Phase I and is anticipated to expand into Phase II.

Lemley shared with the Park Board that he would like to establish a diverse nature themed setting, expanding re-forestation efforts, along with additional trail development, and potentially providing an area of ground reserved for a sunflower field of some sort. Additionally, Lemley recommended to identify an area suitable for a field office and possibly a nature center. Lemley opened the topic for discussion and requested Park Board guidance for the future development (phase II, etc.) of W.S. Gibbs Memorial Park. The Park Board discussed a variety of topics relating to sunflower field/pollinator plot, types of trail expansion, re-forestation, future park office/welcoming area, and crop lease options. Discussion of incorporating mountain bike trails within the park and feasibility of connecting to Vandalia Trail also took place. The Park Board directed Lemley to pursue the 2023 crop lease with the tenant farmer to reflect removal of a portion of property (approximately 8 acres) to be dedicated toward a potential sunflower/pollinator field and to focus efforts on trail expansion, greenspace options, and re-forestation of larger root ball trees.

## **E. PROPERTY UPDATES**

### **E-1. McCloud Nature Park**

Lemley informed the Park Board that department staff gathered for their annual holiday luncheon that was hosted at McCloud Nature Center on December 15<sup>th</sup>. Prior to the luncheon half of the department staff completed their certification in CPR/First Aid/AED training. The other half of the team is scheduled to complete associated training on January 17<sup>th</sup>.

Lemley reported that online registration for volunteers interested in helping with the annual Pancake Breakfast fundraiser is now open.

Lemley noted that the maintenance team has completed annual inventory for all department assets over \$100 in value. The team is currently conducting inventory of capital assets (over \$10,000) to comply with directive received by the State Board of Accounts.

Lemley informed the Park Board that maintenance and cleanup work is being performed along the Hendricks County side of the Putman/Hendricks County line fence row at McCloud Nature Park.

TRAFx counters documented 529 vehicles visiting the park in December.

### **E-2. Vandalia Trail**

Lemley informed the Park Board that since he has not had recent communication with Ryan Buckley, Right-of-Way Agent with Beam, Longest, and Neff (B-L-N), he decided to call Tony Murrain, property owner of parcels adjacent to the eastern expansion of Vandalia Trail in the Town of Clayton. Lemley reported that Murrain accepted his phone call and continued to voice support for the trail expansion project being constructed on an easement through his property along C.R. 500 South, leading into Lambert Park. Through discussions, Lemley learned that Murrain had some concerns about the size of the (north/south) easement request on his eastern-most parcel leading into the back of Lambert Park, along with concerns of potential future trail barrier placement that may prevent staff and/or customers to access his business along the western-most parcel along C.R. 500 South. Lemley informed Murrain that it is the intention of the Park Board and HCP&R Department to remain good neighbors and invited him to attend an upcoming Park Board meeting to discuss the subject matter. Lemley also shared with Murrain that safety bollard posts will be required along portions of that area of the trail but assured him

that access points will be provided for ingress/egress of the associated parcel. Murrain accepted Lemley's invitation and is planning to attend the February Park Board Meeting.

Lemley notified the Park Board that Vice President of Development Services with Banning Engineering emailed him recently regarding expansion of Vandalia Trail and wanted to know how the trail will be routed through the Town of Clayton. Lemley relayed to him that the Town of Clayton was involved with making the determination of routing the trail through local sidewalks in the Town of Clayton. Potential parking and trail amenities at Michigan and Iowa Street along Town owned property. Banning has been hired to perform long-term planning for the Town of Clayton. Lemley voiced positive comments toward Banning Engineering for initiating communication for future trail expansion efforts.

DuMond asked if the equestrian trail receives much usage. Lemley replied, saying that the equestrian portion of the trail does not get much pedestrian/equestrian traffic. Upon additional discussion about a variety of topics related to the use of the equestrian trail, the Park Board directed Lemley to install TRAFx counters after January along the trail to monitor pedestrian/equestrian traffic.

TRAFx counters documented 566 patrons visiting Vandalia Trail in December.

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

Lemley reported that W.S. Gibbs Memorial Park received some vandalism and theft in December. Some bollard posts and signs were damaged as well as damage to the John Deere tractor. Additionally, the front tires and rims were removed from the tractor and stolen. The incident was reported to the Avon Police Department since the theft occurred at the park that is located within the Town of Avon corporate limits. Avon Officer, Kevin Roach, was assigned to the case. HCP&R staff investigated further and was able to locate the culprit responsible for the vandalism and theft. Upon contacting family members of the culprit, the tractor tires and rims were returned to the park. Lemley noted that he has tried to contact Officer Roach multiple times to provide him with an update but has been unsuccessful in receiving a response from the officer. Lemley praised Ivie and Holtsclaw for their persistence in resolving the incident so quickly.

Lemley informed the Park Board that the first memorial bench sponsorship has been installed near the playground area of Gibbs Park.

Lemley announced that the interpretive signage for the consumptive fishery ponds will be delivered at the end of January. Lemley reminded the Park Board that such signage was purchased with funds received from the Robert A. Wood education grant.

TRAFx counters documented 1,335 vehicles visiting W.S. Gibbs Memorial Park in December.

## **F. REPORTS**

### F-1. Superintendent Report

Lemley reported that Hendricks County Council voted in unanimous support of the requests to encumber funding from the 2022 budget. Additionally, the December 2022 Innkeeper's Tax Obligation Payment has been received from the Hendricks County Tourism Commission. The collection period was from June 1<sup>st</sup> through November 30<sup>th</sup>, 2022.

Assistant Superintendent, Ivie, was honored with receiving the 2022 Hoosier Hospitality Award from the Indiana Destination Development Corporation on December 8<sup>th</sup>.

Lemley reported that Park Manager, Holtsclaw, and full-time Maintenance Technician, Oather Duncan, attended a certified playground safety training course in December.

Lemley notified the Park Board that the Human Resources department has assigned specific Occupational Safety and Health Administration (OSHA) training sessions to each department throughout Hendricks County Government. The assigned training for HCP&R staff consists of 23 sessions that will take approximately 14 hours to complete. The deadline for completion of all related training sessions is January 27<sup>th</sup>.

DuMond asked Lemley to consider installing taller/larger slides at W.S. Gibbs Memorial Park in the future. Lemley will take DuMond's request into consideration.

Lemley reported that the Hendricks County Sheriff's department mechanic is currently making repairs and doing maintenance on the HCP&R ¾-ton pickup truck. Lemley thanked the Sheriff's department and mechanic for doing such work.

Lemley notified the Park Board that Ivie is creating a summary sheet of HCP&R department's accomplishments through 2022 to provide to Hendricks County dignitaries. The reference sheet will provide information "at a glance" to share with the public and County leaders.

Lemley offered to facilitate coordination of letters generated for appointment authorities for Park Board nominations and re-appointments to serve on the HCP&R Board.

#### F-2. Naturalist Update

Wolf notified the Park Board that the interpretive fish signs for the consumptive fishery ponds at W.S. Gibbs Memorial Park is complete and should be delivered by the end of January. The signs will be installed around the ponds prior to the start of the spring fishing season.

Wolf reported that the interior painting of the McCloud Nature Center will begin soon and reminded the Park Board that the project was funded by donations received during the 2022 Pancake Breakfast fundraiser.

The McCloud Maple Syrup Days is scheduled for March 4<sup>th</sup> and the 11<sup>th</sup> and will coincide with the 2023 Parks Foundation of Hendricks County's Annual Pancake Breakfast Fundraiser. Wolf noted that Harris Sugar Bush will be attending the event and will have their maple syrup products available for purchase.

Wolf provided the Park Board an overview of upcoming programs and events scheduled for January and added that they will continue to provide monthly educational programming events and activities with the Hendricks County Senior Center as it has proven to be popular with the senior citizen audience.

Wolf informed the Park Board that a company contacted her regarding potential sponsorship opportunities of future run events. Wolf proposed to implement guidelines for running event sponsorship opportunities with the department and provided the Park Board a summary of such proposal. Potential partners will have three levels of sponsorships available: Top Place Sponsor (\$2,000), Champion Sponsor (\$1,000), and Sap Bucket Sponsor (\$200 each). Sponsors would receive publicity and marketing opportunities during such events.

#### F-3. Budget Report

Ivie provided the Park Board the final budget report for 2022 and reported that leftover account line-

item amounts for Professional Fees, Other Improvements, and Development of County Parks have all been encumbered into the 2023 budget and are earmarked for the maintenance hub construction project at W.S. Gibbs Memorial Park. Ivie explained that the leftover balance of the Part-Time Employees line-item account was credited back to the County General Fund.

Ivie reported no problems with the 2023 budget so far and remarked that the Part-Time Employees account is currently estimated to be under budget at the end of the year. Ivie explained that this is typical for the first few months of the year because the appropriated fund amount accounts for every single day of the year, that a part-time employee could work, not taking into account time the employee takes off throughout the year. Ivie added that the account balance for that line item will be in the black around March or April, as that has what has been shown historically.

Lemley reported that the department received donations from the Parks Foundation of Hendricks County for trail expansion and other projects. Ivie added that in the spirit of past donations received from one of the donors, they will allocate those funds toward McCloud Nature Park.

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

Eisenhart advised that there isn't anything to report from the Foundation. Emsweller announced that he is no longer serving on the Parks Foundation of Hendricks County Board.

#### **ADJOURNMENT**

**Meeting adjourned at 3:58 p.m.**

**The next regularly scheduled Park Board meeting will be held on Wednesday, February 1<sup>st</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