



Park Board Meeting Minutes

Wednesday, February 1st, 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: Bill DuMond
Gary Emsweller
Paul Miner
Jeff Pell

Board Absent: Mike Hayden, President
Brad Eisenhart, Vice President
Matt Freije, Secretary

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

Staff Absent: Eric Ivie, Assistant Superintendent
Jim Holtsclaw, Park Manager

Guests: Tony Murrain
Ryan Buckley, Beam, Longest, & Neff (B-L-N)

A. CALENDAR

A-1. Adopt Agenda

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

A-2. Approval of Minutes from January 4th, 2023, Park Board Meeting

Emsweller moved to approve the minutes; seconded by Pell; motion passed unanimously.

B. PUBLIC HEARINGS / PRESENTATIONS

B-1. Public Comments

None

B-2. Tony Murrain – Easement Discussion for the Eastern Expansion of the Vandalia Trail

Lemley introduced Tony Murrain to the Park Board and welcomed him to the meeting. Murrain owns property that borders Lambert Park to the south of the proposed route to expand Vandalia Trail into the back of the park and has road frontage along C.R. 500 South in the Town of Clayton. An easement is necessary to route the eastern expansion of the trail into Lambert Park. Lemley went on to explain that Murrain was previously involved and supportive of the Vandalia Trail being placed through an easement on his property but recently shared some concerns regarding the easement purchasing document provided by Beam, Longest, and Neff (B-L-N) right-of-way agent, Ryan Buckley. One of Murrain's concerns is that trail barriers would be installed that may hinder Murrain's staff and/or customers from freely entering his business and another concern he voiced is that he feels the size of the easement request is too large. Due to the angle of the proposed trail, a larger easement area is needed to accommodate the installation of the trail along the southeast corner of Murrain's easternmost parcel. A 30-foot easement would be sufficient to accommodate the trail. The easement was appraised at 75% fee simple value totaling \$9,300 value. The Park Board also has the option to purchase the property (fee simple) for \$12,400 if Murrain is willing to entertain such options.

Lemley provided Murrain with a photo of a concrete apron that the Board approved to install for a landowner, on a previous trail project, to properly maintain his farm land access. Lemley offered to provide similar access drive(s) to clearly define access approach(es) to Murrain's commercial business parcel. If Murrain is willing to entertain this option, a discussion will be needed to determine how many access approaches would be sufficient and where they should be placed.

Murrain inquired further discussion concerning the proposed trail route for the area adjacent to the west side of Michigan Street. Lemley advised that engineering design is not complete at this location yet but provided a brief description of what is being proposed for that area. Additional discussion took place regarding a variety of topics related to the trail route and construction for this area of the project. During the discussion, the Park Board requested field locates and property boundaries be marked on site in addition to surveying and staking Murrain's current southern property line along C.R. 500 South to better visualize the route for the future trail. Alexander Surveying, LLC will be the vendor for such work. Upon further discussion regarding the parcel located on the southwest corner of C.R. 500 South and Michigan Street, it was determined that Buckley (B-L-N) will conduct a title search for that parcel to help determine the most feasible approach for routing the trail in this area. The Park Board authorized Lemley to proceed with a property appraisal for such parcel if one is needed. By consensus, the Park Board approved such directive.

Murrain stated that he would need to discuss the subject with his sister, as she is part owner of the parcel. Lemley and Murrain will continue to stay in communication with each other as the project progresses. Emsweller expressed that the Park Board wants to maintain being a good neighbor to both Murrain and the public and thanked Murrain for taking the time to come in and discuss the matter in-person and added that the Board is appreciative of Murrain's positivity toward the project and being willing to discuss viable options in making this project a success.

The Park Board had further extensive discussion about the subject project. **Subject to Murrain's preference, DuMond moved to acquire the 30-foot section of land for the Vandalia Trail either as an easement or a fee simple property purchase and pay up to the appraised value; seconded by Emsweller; motion passed unanimously.**

Additional discussion took place regarding the Pringle and Reitzel parcels located further west along the trail corridor.

C. UNFINISHED BUSINESS

C-1. W.S. Gibbs Memorial Park – Phase II Meadow Field

Lemley reported that the department is actively pursuing a partnership with the West Central Indiana Quail Forever organization to assist with costs of implementing an aesthetically pleasing wildlife and pollinator plot within a dedicated 8-acre field at W.S. Gibbs Memorial Park. The newly created trail, Woodland Passage, will provide access to the proposed native planting site. Lemley is scheduled to present the case to a larger panel with the Quail organization on February 6th. Lemley recommended using a sunflower and wildflower prairie pollinator seed mix to create a more aesthetically pleasing long-term type of plot. Lemley will provide the Park Board an update in next month's report.

D. NEW BUSINESS

D-1. Zero Turn Mower Bids & Vendor Award

Lemley advised that department administration solicited for competitive bids to replace an aging and failing zero-turn mower (ZTM). Bid packets were submitted to Plainfield Equipment, Edwards Equipment, Reynolds Farm Equipment, and Busenbark Lawn Equipment. The bid documents included a trade-in allowance for the 2010 Kubota mower. Lemley announced the following:

- Plainfield Equipment
 - Did not meet minimum bid specifications.
 - Quoted Scag Turf Tiger II Diesel ZTM in the amount of \$18,399.00 (includes \$2,000 trade-in allowance for the 2010 Kubota mower).
- Edwards Equipment
 - Did not meet minimum bid specifications.
 - Quoted Kubota Diesel ZTM in the amount of \$15,088.00 (includes \$2,400 trade-in allowance for the 2010 Kubota mower)
- Busenbark Lawn Equipment
 - Met minimum bid specifications.
 - Quoted Toro 7500 Series Diesel ZTM in the amount of \$27,332.32 (includes \$1,800 trade-in allowance for the 2010 Kubota mower)
- Reynolds Farm Equipment
 - Exceeded minimum bid specifications.
 - Quoted John Deere Diesel ZTM in the amount of \$18,911.77 (includes \$3,000 trade-in allowance for the 2010 Kubota mower)

Lemley requested Park Board approval to award the recommended vendor, Reynolds Farm Equipment, to purchase a new zero turn mower in the amount of \$18,911.77. The Park Board approved Lemley's request by consensus. Lemley highlighted that due to supply chain issues a delay in delivery of equipment is expected.

D-2. Utility Vehicle Bids & Vendor Award

Lemley advised that department administration solicited for competitive bids to replace a failing full-size utility vehicle (UTV). Bid packets were submitted to Plainfield Equipment, Edwards Equipment, Reynolds Farm Equipment, and Busenbark Lawn Equipment. The bid documents included a trade-in allowance for the 2017 Cushman Diesel UTV. Lemley announced the following:

- Busenbark Lawn Equipment
 - Met minimum bid specifications.
 - Quoted Toro Workman UTV in the amount of \$52,128.00 (includes \$6,000 trade-in allowance for the 2017 Cushman UTV).
- Edwards Equipment
 - Met minimum bid specifications.
 - Quoted Kubota Diesel UTV in the amount of \$19,359.00 (includes \$4,000 trade-in allowance for the 2017 Cushman UTV).
- Reynolds Farm Equipment
 - Met minimum bid specifications.
 - Quoted John Deere Gator UTV in the amount of \$25,435.51 (includes \$3,000 trade-in allowance for the 2017 Cushman UTV).
- Plainfield Equipment
 - Did not provide quote for UTV.

Lemley requested Park Board approval to award the recommended vendor, Edwards Equipment, to purchase a new full-size utility vehicle in the amount of \$19,359.00. By consensus, the Park Board approved Lemley's request. Lemley highlighted that due to supply chain issues a 6 – 12 month delay in delivery of equipment is expected at this time.

E. PROPERTY UPDATES

E-1. McCloud Nature Park

Lemley reported that the entire Park staff completed their certification in CPR and First Aid training. Lemley offered the Park Board an opportunity to participate the next time such training is offered.

Lemley reported that the maintenance team continues to make progress with defining the perimeter of the 232-acre nature park in maintaining the fence row areas of the park. Additional property enhancements include repairs to the decayed culvert pipe along the emergency access road on County line, refinishing the park entrance sign, and servicing equipment.

Lemley notified the Park Board that as projects are prioritized for the year, enhancing the exterior appeal of Mill Cottage will be an intermittent priority for the department over the course of the year. Lemley requested Park Board approval to utilize donation funds from the pancake breakfast fundraiser to support such project. By consensus, the Park Board approved Lemley's request.

Lemley reported that the naturalist staff has completed the interior painting of accent walls and ledges in the nature center. The maintenance crew created a decorative backer constructed from rough sawn walnut to house the "Giving Tree" donation awards display.

Lemley informed the Park Board that contract details for the March 4th Sap Run with Racemaker Productions are nearing completion. Lemley will authorize the agreement upon finalization.

Miner asked Wolf if the volunteer slots have been filled for the Pancake Breakfast. Wolf replied that they are being filled.

TRAFx counters documented 753 vehicles visiting the park as of Friday, January 27th.

E-2. Vandalia Trail

Lemley reported that the Coatesville Post Office acknowledged receipt of the certified letter requesting the removal of the unauthorized parking signs on January 15th. Per previous Park Board directive, the post office now has a deadline of February 15th to remove such signage. Lemley noted that the Town of Coatesville is in agreeance with Park Board directive on the matter.

Lemley informed the Park Board that the Coatesville Town Manager, Jerry Decker, asked if HCP&R will contribute toward the purchase of stone for the parking lot area utilized for equestrian trailer parking, as well as housing recycling bins for the Town of Coatesville. Lemley said that the department will purchase one load of stone as long as the Town of Coatesville purchases one load as well.

Lemley reported that the newly purchased TRAFx counter for the equestrian trail was installed at the end of January and will have counts to report next month. Some discussion took place pertaining to alternative uses for the equestrian trail.

Lemley reported that the sanitary sewer force main project for the Mill Creek Community School Corporation is scheduled for substantial completion in April, but the final project installation and testing will be finalized at a later date. In preparation of the annual crop lease agreement with tenant farmer, Eric George, Lemley proposed to reduce the crop lease by four acres for the Park Board property along C.R. 500 South due to the school's project.

Lemley informed the Park Board that Banning Engineering has been contracted by the Town of Clayton to provide engineering services.

TRAFx counters documented 702 patrons visiting Vandalia Trail as of Friday, January 27th.

E-3. W.S. Gibbs Memorial Park

Lemley informed the Park Board that a preconstruction meeting took place with John Hall Construction to finalize details for the upcoming implementation of the maintenance hub. Lemley went on to explain that the proposed change order in the amount of \$53,141.00 to construct insulated concrete turndowns, etc. (required by the Department of Homeland Security) was able to be reduced to \$37,706.00. Graber Post Buildings will begin construction of the building structure in late April or early May, while John Hall Construction will begin site work in March. The Town of Avon requires street signage for "Maintenance Way" and Gibbs Road as part of the site development approval and will be installed by Otto's Streetscape Solutions. Lemley will request a quote from Otto's for future striping of Gibbs Park parking lot areas.

Lemley notified the Park Board that additional security cameras were purchased to be placed at various locations throughout the park.

Lemley reported that close to 300 vehicles were counted entering the park for the snowfall event.

Lemley provided the Park Board an update on the Land and Water grant from Indiana Department of Natural Resources (DNR). The agreement with the State was received at the end of January. Lemley has some concerns with the agreement regarding quote amounts with grant awards and may need some additional discussion with DNR as the project progresses. Lemley delegated the required quarterly report tasks to Ivie. Miner asked if the future restroom can be expanded if that is the only restroom facility that will be located within the park. Lemley advised that a four-stall family restroom located within a central location of the park would be sufficient. Lemley added that if future growth dictates the

use of an additional smaller restroom facility, he feels that another one can be added at a later date.

Lemley directed Align Civil Engineering Consultants to make the ADA compliant trail design a secondary priority, behind the maintenance hub project.

Lemley presented the interpretive fish and aquatic habitat signs to the Park Board. The signs will be installed around the ponds at Gibbs Park.

TRAFx counters documented 1,898 vehicles visiting W.S. Gibbs Memorial Park as of Friday, January 27th.

F. REPORTS

F-1. Superintendent Report

Lemley reported that all Park staff, except for one, has completed the 23 OSHA online training sessions assigned to the department. Staff members are working on updating the material safety data sheets as well.

Annual inventory from the auditor's office for the Indiana State Board of Accounts have been completed by Park staff. Lemley thanked Ivie and Holtsclaw for their assistance with completing this task.

Lemley announced that long-time volunteer, Gene Ardeel, has returned in offering his volunteer services to assist with various park projects. The department is grateful for Ardeel and his service.

Lemley reported that further maintenance and repair work was required for the Bobcat skid-steer. Additionally, the John Deere tractor has required repair work and is being completed in-house by Park staff but may require professional services depending on the severity of such work.

F-2. Naturalist Update

Wolf provided the Park Board an update on the different events and programs taking place with the Naturalist staff.

Wolf reminded the Park Board of the upcoming Maple Syrup Days in early March and added that additional activities will be offered during the event.

Tadpole Time will be taking place at McCloud Nature Park and W.S. Gibbs Memorial Park.

F-3. Budget Report

Lemley reported no issues with the budget to date and highlighted that the Part-Time Employee line item budget overage amount is reducing as expected with part-time employees taking time off. Lemley informed the Park Board that the seasonal Naturalist position that historically has been filled will more than likely not be filled this year but will monitor the budget as the year progresses.

Dedicated accounts for the Land and Water grant and the American Rescue Plan Act (ARPA) grant will be utilized to fund engineering and site design work for the respective projects.

DuMond asked what the "Promotional County" budget line funds. Lemley advised that it supports printing *The Explorer* publication.

F-4. Parks Foundation of Hendricks County Report

Lemley provided the Park Board with an update on the following account balances he received from the Foundation's Executive Director, Katy Cummings.

- McCloud Nature Park North of Big Walnut: \$2,000.00
- Vandalia Trail: \$9,247.00
- Wetland Boardwalk at McCloud: \$2,250.00
- Hendricks County Parks & Recreation General Account: \$54,448.38
- W.S. Gibbs Memorial Park: \$2,500.00

Miner asked how the funds will be utilized for the Vandalia Trail account. Lemley advised that he currently does not have a vision for that, at the moment. Miner suggested the possibility of using those funds for an exhibit housing the large/historic Vandalia Trail bridge sign in the Town of Clayton. Additional discussion took place regarding the above mentioned funds.

Lemley requested guidance on utilizing Foundation funds. Emsweller advised that a standard procedure requesting the use of funds has not been established. It was decided that Lemley will request Park Board approval to utilize such funds for larger dollar amount requests. Requests for day-to-day, smaller dollar amount, items will be reflected within the monthly Park Board report.

ADJOURNMENT

Meeting adjourned at 3:57 p.m.

The next regularly scheduled Park Board meeting will be held on Wednesday, March 1st, at 2:00 p.m. at the Hendricks County Parks and Recreation Department Main Building Conference Room.

Respectfully Submitted,

Paul Miner, Board Member