



Park Board Meeting Minutes

Wednesday, September 6th, 2023
2:00 p.m.

955 E. Main Street
Danville, IN 46122

CALL TO ORDER

The meeting was called to order at 2:02 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
Katie Kolcun, Park Naturalist
Patty Seymour, Administrative Assistant

A. CALENDAR

A-1. Adopt Agenda

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

A-2. Approval of Minutes from August 2nd, 2023, Park Board Meeting

Miner moved to approve minutes from the August 2nd Park Board Meeting; seconded by Freije; motion passed unanimously.

B. PUBLIC HEARINGS/PRESENTATIONS

B-1. Public Comments

Hayden announced that Lydia Gibbs passed away on Sunday, August 27th and asked the Park Board their thoughts on dedicating a memorial bench in honor of Mrs. Gibbs' memory. Lemley advised that the department has an extra bench that could be utilized for such purpose and said that Holtsclaw could

route a memorial message in one of the bench planks. Ivie added that the bench was previously purchased with funds from donations and program fees. Hayden suggested to have Lemley contact Chub Gibbs, Lydia's husband, to discuss the idea and inquire with their adult children on what message they would like to have etched in the bench. By consensus, the Park Board instructed Lemley to discuss the matter with Chub Gibbs.

B-2. Kara Bergdoll – Request for Venue to Host Community Event

Lemley reported that Kara Bergdoll contacted Ivie, requesting to utilize W.S. Gibbs Memorial Park as a venue to host a community event. The proposed event would take place on a Saturday and could offer local vendors, music, bounce houses, food trucks, etc. for such an event. Due to the event being for profit, possibly funding for political reasons, Lemley invited Bergdoll to the Park Board Meeting. Bergdoll informed Ivie and Lemley, in a follow up email, that she would visit the park to determine if it would fit her needs for the event. With Bergdoll not in attendance at the meeting, Lemley questioned if she still wanted to pursue the park for the event. Additional discussion took place regarding the subject matter and Lemley was directed to invite her to the Park Board meeting if she wishes to host the event at Gibbs Park.

B-3. Katie Kolcun - Welcoming

Lemley introduced Katherine "Katie" Kolcun to the Park Board. Kolcun started her leadership position as Park Naturalist for HCP&R department on Monday, August 28th. Kolcun previously served as an Interpreter at the Indianapolis Zoo, before being promoted to an Interpretation Supervisor, while also having previous experience with the Parks and Recreation career field with the Washington State Parks and Recreation Commission as their Customer Service Specialist. Kolcun provided a brief opening and thanked the Park Board for the opportunity to be able to serve the community as the new Park Naturalist. The Park Board welcomed Kolcun to the department. Eisenhart remarked that now is a good time to review and update programs and events. Kolcun agreed with Eisenhart and said that she is looking forward to doing just that. Lemley added that they have discussed expanding recreational programming at Gibbs Park amongst other topics. Additionally, Kolcun will submit proposals for the McCloud Nature Center enhancements for review. DuMond asked Lemley if newly hired employees are receiving the Youth Protecting Policy Training. Lemley confirmed that new employees are receiving such training.

C. UNFINISHED BUSINESS

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

Lemley reported that Graber Post Buildings resumed work on vertical construction of the maintenance hub on August 17th. Lemley noted that the construction crew has made substantial progress and anticipates the exterior of the building to be complete in mid-September.

The Rain-For-Rent frac tank is on site and fully stocked with 21,000 gallons of water for temporary fire protection measures during construction. Align Engineering completed the design of the permanent fire protection pond and John Hall Construction submitted a change order quote of \$15,000. Excavation for such work is expected to begin in the coming weeks.

Lemley informed the Park Board that architectural design plans for the interior of the maintenance hub will be required to comply with the Indiana Department of Homeland Security permit submittal for the "structure 1" build-out permit. The architectural design includes HVAC, plumbing, electrical, and framing of the interior. With previous approval provided by the Park Board Executive Committee, Lemley received quotes from two different vendors: 1) Michael R. Waldbieser Engineering & Consulting, Inc. and 2) The Engineering Collaborative. Lemley entered into agreement with Michael R.

Waldbieser on August 25th in the amount of \$17,500 for interior architectural design of the maintenance hub facility. Waldbieser was the lowest and most responsive vendor. Such costs will be funded within the current budget.

Lemley reported that C&J Well Company is on site and will complete the water well installation shortly. Brian Stephenson Excavating has installed a perimeter drain for the septic system in order to divert rainwater runoff from the site.

D. NEW BUSINESS

D-1. Request for Dog Park Partnership

Lemley informed the Park Board that Cameron Johnson with the Hendricks County Humane Society recently approached them concerning establishment of a dog park at their facility, as they do not have sufficient staff to operate the dog park and would essentially rent the land to the Park Board for a nominal fee to operate the facility. Upon further discussion the Park Board determined that operating such a facility does not align within the department's interest.

D-2. Vandalia Trail – Potential Parcel Donation

Lemley advised the Park Board that Jerry Decker, Coatesville Town Manager, recently contacted him regarding a parcel of land potentially being donated to the Park Board. The current property owner plans to construct a small house with limited yard and landscaping responsibilities, hence their wishes to donate a small piece of land to a government agency. The parcel is adjacent to Vandalia Trail within the Town of Coatesville corporate limits but does not have road frontage/access. The Park Board discussed a variety of topics related to the parcel location, adjacent neighboring properties, and potential options. It was decided to table the discussion for consideration at the next Park Board meeting.

D-3. W.S. Gibbs Memorial Park – ADA Trail Bid Packet Proposals

Lemley requested Park Board approval to solicit for construction bids to install the ADA (American Disabilities Act) compliant asphalt trail surrounding both ponds, along with a concrete switchback trail to the top of the 30-foot property outlook/sledding hillside. Lemley highlighted that the DNR (Department of Natural Resources) Grants Coordinator must review the bid packet prior to the Public Notice posting. If approved, Lemley would like to receive competitive bids on the Tuesday prior to the October 4th Park Board meeting. **Miner moved to approve to solicit for construction bids to install the ADA compliant asphalt trail surrounding both ponds and a concrete switchback trail to the top of the outlook/sledding hillside; seconded by Freije; motion passed unanimously.** The bid proposals will be accepted by Tuesday October 3rd, in preparation for the October 4th Park Board meeting.

D-4. W.S. Gibbs Memorial Park – Revised Property Deed

Ivie informed the Park Board that the Department of Natural Resources (DNR) requires special language be added to the property deed as part of receiving the Soil and Water Conservation Fund grant. Ivie explained that they have the option to include the special language for the entire 140 acres of Gibbs Park or to just the 70 acres of phase 1. Ivie recommended to include the language to the 70 acres of phase 1. The Hendricks County Recorder's office advised Ivie to contact attorney, Greg Steuerwald, to revise the language and submit for review. Ivie left a message for Steuerwald and is awaiting his response. Lemley recommended tabling the discussion until next month's Park Board meeting. Eisenhart recommended contacting Align Civil Engineering to inquire if they have a surveyor on staff that would be able to write a legal description for the affected property. Ivie will contact Align Civil Engineering to inquire about such work.

E. PROPERTY UPDATES

E-1. McCloud Nature Park

Lemley reported that Holtsclaw completed cutting the squirrel themed maze into the 52-acre prairie at McCloud Nature Park and is now open to the public. Lemley mentioned that Laura Herzog, Hendricks County Recorder, marketed the prairie maze during the parade announcements at the North Salem Old Fashion Days and distributed the Fall edition of *The Explorer* to attendees.

The Beaver Chase Marathon took place on August 12th at McCloud Nature Park in partnership with RaceMaker Productions. A total of 150 pre-registered participants attended the event. Lemley reported that shortly after the event began, leadership from RaceMaker Productions stopped the run, as heavy storms passed through the area. With the event already in progress, several participants elected to voluntarily complete the marathon course.

The annual Pollinator Party took place at McCloud Nature Park on Saturday, August 26th. Due to declining attendance at this event, HCP&R staff are considering alternative options.

Lemley reported that the Maintenance crew did a job well done on enhancing the nature play area at McCloud Nature Park that features connectivity to the newly installed cedar swing set.

The Warren Truss Bridge interpretive sign highlighting the history of the bridge spanning Big Walnut Creek was installed at the entrance to the bridge earlier this month. Lemley remarked that the sign has been well received by the public. Miner asked if a sign for the wetland area would be beneficial. Lemley replied that it may be an option in the future but recommended prioritizing an interpretive sign for the Pollinator Plot at W.S. Gibbs Park first, as these types of signs are costly.

Lemley informed the Park Board that preparations for the Fall Colors Festival and Run event are currently underway. Seymour purchased promotional items for the Fall Colors Run marathon participants. Holtsclaw will be creating custom award medals, using walnut wood harvested from McCloud Nature Park, for the top finishers of the run event.

Lemley announced that the research for the Carolina Chickadee that was started with Purdue University will resume soon with Katie Kolcun being the lead contact person.

TRAFx counters documented 1,837 vehicles visiting the park this month.

E-2. Vandalia Trail

Lemley praised Greg Midgley for resolving a trail related complaint from a neighboring resident of the Vandalia Trail this month. Lemley stated that Midgley had a previous verbal agreement with the resident prior to HCP&R maintaining this portion of the trail. Midgley repaired a small section of fence that was deteriorating on the resident's parcel adjacent to the trail and recommended that the owner stop grooming the easement area to help deter pedestrian traffic from entering the property.

The Hendricks County Health Department has been given a "blanket" approval to install temporary mosquito data collection traps throughout the three properties owned by the Park Board. The blanket approval excludes collection during high visitation timeframes.

Lemley asked the Park Board if they wished to continue to track equestrian traffic data along Vandalia Trail.

TRAFx counters documented 2,453 patrons visiting the Vandalia Trail this month. The TRAFx equestrian counter documented 96 patrons this month.

E-3. W.S. Gibbs Memorial Park

Lemley informed the Park Board of a recent illegal dumping incident that occurred at W.S. Gibbs Memorial Park Maintenance Hub construction site. Upon further investigation it was discovered that neighboring individual(s) deposited several loads of trash and debris from their personal property into the dumpster used for construction for the maintenance hub. It appears that there is a worn path from the individual's property leading to the maintenance hub construction site. Ivie posted no dumping signage on the dumpster. Upon further discussion the Park Board advised Lemley to issue a certified letter notifying the individual to discontinue personal use of the dumpster along with possibly seeking financial compensation to cover the costs to remove their trash and debris from the dumpster, if such a fee is incurred in the future. Additionally, HCP&R staff will install park boundary signs along the shared property line.

Lemley reported that W.S. Gibbs Memorial Park will be added to the '*Where to Fish*' online map for the Department of Natural Resources Fish and Wildlife Division's public fishing sites in Indiana.

Lemley approved two upcoming disc golf tournaments subject to receiving Certificate of Insurance documents from each club. Disc Golf for Disciples will be hosting a fundraising tournament with proceeds going toward Comfort Care for Children and Families at the Cincinnati Childrens Hospital. The other tournament is the 'Glow Round' event scheduled for October 5th and hosted by the Hendricks County Disc Golf Club.

The Maintenance staff constructed the concrete sidewalk approach near the 1.1-acre pond in preparation for the ADA fishing dock installation. Deaton's Waterfront Service is scheduled to install the fishing dock in late September or early October of 2023.

TRAFx counters documented 4,660 vehicles visiting W.S. Gibbs Memorial Park this month.

F. REPORTS

F-1. Superintendent Report

Lemley reported that the Naturalist staff facilitated a native landscaping tour in mid-August and was well attended.

Miner and Lemley participated in the Hendricks County Comprehensive Plan stakeholder discussion held on August 17th. Lemley provided a link in his report for additional information if other Park Board members wish to participate in such discussion topics.

Lemley reported that the County Council has decided to implement a pay for performance system as part of the annual review process for all county employees. All employees will receive the cost of living pay increase for 2023 and may potentially receive an additional percentage amount for those who exceed expectations.

Lemley participated in a promotional video to support the Parks Foundation of Hendricks County (PFOHC). The video was recorded at Arbuckle Acres Park in Brownsburg with most park directors throughout Hendricks County participating in the video.

Lemley reported that Assistant Superintendent, Eric Ivie, received his certification after passing the

exam to become a Certified Parks and Recreation Professional (CPRP).

F-2. Naturalist Update

Kolcun shared with the Park Board that she is exploring alternative options for the turtle habitat, as aquatic turtles tend to not thrive in an enclosed environment for long periods of time, Terrestrial turtles, however, are much lower maintenance and do well as ambassador animals. Kolcun added that, while exhibiting animals is still worthwhile, she would like to spend efforts focusing on ambassador animals to be used for programming.

Kolcun said that Lembo and Nichols have been especially helpful as she is learning her new role and is looking forward to getting to know them and other staff members better. With Lembo's assistance, Kolcun said that they have two volunteer workers scheduled to help with the upcoming Family Campout event that will take place at McCloud Nature Park on September 16th through the 17th.

Kolcun reported that the September volunteer opportunities have been posted as they are preparing for the upcoming fall activities, programs, and festivals. Kolcun is currently reviewing the volunteer program and discussing with the Naturalist staff to host an appreciation event for the volunteers as well as streamlining the process and hopes to utilize volunteers for various programs, while also providing some interpretive training as well. There are approximately 200 volunteers currently registered to receive email notifications for volunteer opportunities. Eisenhart shared that the Master Naturalist Program has historically been a good resource to bring in new volunteers.

Lemley pointed out that the program calendar in the Fall edition of *The Explorer* does not reflect Kolcun's involvement as she was not in the Park Naturalist position at the time the calendar was created. Lemley recommended utilizing Park Board member, Jeff Pell, as a resource through the Purdue University Extension office.

Pell mentioned that the Hendricks County Bicentennial celebration will be held in 2024 and inquired if HCP&R department would like to be involved with such event(s). Ivie responded that he has been thinking of ideas of how to be involved but has not had a chance to share his thoughts with Lemley.

F-3. Budget Report

Ivie reported that the budget is in good shape. Ivie anticipates receiving billing statements soon for work completed on the maintenance hub site. The order in which the funds will be paid has been discussed with Lemley and does not foresee any issues with being able to provide payment for such work.

Ivie made the Park Board aware that he is monitoring the Part-Time Employees line item account but is confident that it will not exceed the budgeted amount by the end of the year.

Lemley informed the Park Board that the 2024 Budget Hearing has been approved by the Hendricks County Council. Lemley mentioned that the HCP&R department 2008 work truck will be replaced with a re-purposed truck transferred from the Facilities department.

DuMond inquired on the timeline for the proposed modern restroom facility to be installed at W.S. Gibbs Memorial Park. Lemley provided a summary of a tentative timeline for construction of the facility as it aligns with the budget and grant payments. DuMond commented that he sees this work as a priority. Additional discussion took place regarding reimbursement of funds for the grant and payment agreement between the County and the State.

F-4. Parks Foundation of Hendricks County Report

Eisenhart advised that there isn't anything new to report from the Foundation. Eisenhart suggested that Kolcun be introduced to Carol Wood as she would be a good resource for Kolcun.

ADJOURNMENT

Meeting adjourned at 3:58 p.m.

The next regularly scheduled Park Board meeting will be held on Wednesday, October 4th, at 2:00 p.m. at the Hendricks County Parks and Recreation Department Main Building Conference Room.

Respectfully Submitted,

Matt Freije, Secretary