



Park Board Meeting Minutes

Wednesday, January 8th, 2025
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: Brad Eisenhart, President
Mike Hayden, Vice President
Matt Freije, Secretary
Vicky Byarley
Gary Emsweller
Paul Miner
Jeff Pell

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

Guests: John Simpson, Monroe LLC
Evan Miller, Align Civil Engineering Consultants

A. CALENDAR

A-1. Adopt Agenda

Lemley proposed moving agenda item D-1, W.S. Gibbs Memorial Park – Bid Opening for Restroom Site Work, from UNFINISHED BUSINESS to agenda item B-2 under PUBLIC HEARINGS/PRESENTATIONS.

Hayden moved to adopt the agenda per Lemley’s edits; seconded by Freije; motion passed unanimously.

A-2. Approval of Minutes from December 4th, 2024, Park Board Meeting

Miner requested that the meeting minutes on page 2, in the second paragraph under C-2, McCloud Nature Park—Arboretum Management Contract with Stantec, be edited by removing the word 'density' from the fifth sentence.

Freije moved to approve minutes from the December 4th Park Board Meeting with Miner’s edits; seconded by Miner; motion passed unanimously.

B. PUBLIC HEARINGS/PRESENTATIONS

B-1. Public Comments

Lemley introduced Vicky Byarley to the Park Board and welcomed her to the meeting. Lemley announced that the County Council officially appointed Byarley to the Park Board during their December 17th Council Meeting and noted that her appointment will conclude at the end of 2027, as opposed to the end of 2028 (4-year term), as she is filling a previous appointment to the Board that was vacated within the initial year. Byarley expressed her excitement about serving on the Park Board, which welcomed her.

B-2. W.S. Gibbs Memorial Park – Bid Opening for Restroom Site Work

Lemley reported that three bid proposals were submitted for the construction of the site and infrastructure work for the two restroom structure installations at W.S. Gibbs Memorial Park. Lemley opened each bid packet envelope and announced the Base Bid Proposal Amount from each vendor/contractor, as shown below.

<u>Vendor/Contractor</u>	<u>Base Bid Proposal Amount</u>
John Hall Construction, Inc.	\$ 217,905.30
McCullough Excavating	\$ 326,885.35
Monroe, LLC	\$ 277,700.00

Lemley requested approval from the Park Board to submit the proposal packets to Align CEC for review and accuracy of each proposal. The awarded vendor will be announced at the Park Board meeting on February 5th following such review. The Park Board authorized Lemley’s above request.

C. NEW BUSINESS

C-1. Purchase of New Mower

Lemley requested approval from the Park Board to purchase a new Kubota ZD-1211 mower to replace the aging and failing 2015 Kubota 326P mower. Utilizing the established government Sourcewell contract, the base price of the new diesel-powered mower will be reduced by \$4,399.78, lowering the total cost from \$19,999.00 to \$15,599.22. Lemley also recommended that the Park Board consider trading in the 2015 Kubota mower. Edwards Equipment has offered \$3,800.00 for the trade-in as part of the purchasing process. After accounting for the proposed trade-in and additional costs such as freight, the total cost of the new Kubota mower comes to \$12,461.72. **Miner moved to approve the purchase of a new Kubota ZD-1211 for \$12,461.72. This includes trading in the 2015 Kubota mower and the accumulated tires and rims incompatible with the new mower; seconded by Freije; motion passed unanimously.**

C-2. Studio View – Welcoming Center & Administrative Office Proposal

Lemley requested approval from the Park Board to enter into a professional services contract with Studio View Architecture (SVA) for the schematic design development of the Welcoming Center and Administrative Office at W.S. Gibbs Memorial Park. He explained that he recently collaborated with Eric Weflen from SVA to develop the department’s segment of the Hendricks County Space Study, which is nearing completion and will be submitted to the County Commissioners for review within the next month.

Lemley detailed that the proposal is divided into five categories: Schematic Design, Design Development, Construction Documents, and Bidding and Construction Administration. He expressed confidence in Weflen's receptiveness to his ideas during their work on the space study. Consequently, Lemley recommended entering into an agreement with Studio View Architecture to initiate the

schematic design phase of the project in the amount of \$18,760.00.

The Park Board discussed various topics related to the proposal, including the assumptions within it, the desired needs of the facility, the total square footage of the building, the individual spaces within the building, and proposed costs. Lemley noted that additional phases of the professional services contract would be considered if the Park Board were satisfied with the partnership during the Schematic Design phase, which is necessary to commence the project.

He also mentioned that the determination regarding the Gibbs residence house and accessory structures on the parcel falls outside the scope of this proposal; he recommended that they remain intact for the time being. After further discussion, **Hayden moved to approve Lemley's request to enter into a professional services agreement with Studio View Architecture for the Schematic Design of the future Welcoming Center and Administrative Office at W.S. Gibbs Memorial Park in the amount of \$18,760.00; seconded by Miner; motion passed unanimously.**

Eisenhart suggested that the previously established Development Committee meet separately before meeting with SVA and prior to the Park Board meeting in February.

C-3. Turner Forestry – Controlled Burn Proposal

Lemley sought Park Board approval for a \$4,000 agreement with Turner Forestry to conduct a prescribed burn on the 52-acre prairie at McCloud Nature Park, to be completed by April 18, 2025. **Miner moved to enter into agreement with Turner Forestry for the prescribed burn as outlined in the agreement in the amount of \$4,000; seconded by Freije; motion passed unanimously.**

D. UNFINISHED BUSINESS

D-1. W.S. Gibbs Memorial Park – Bid Opening for Restroom Site Work

Agenda item moved to B-2 and discussed during Public Hearings/Presentations.

D-2. 5-Year Comprehensive Master Plan (2021-2025) – Review of Action Schedule

Lemley presented the 5-year Comprehensive Master Plan Executive Summary for 2021 through 2025 for review by the Park Board, as requested by Miner. During the review, Lemley highlighted key topics on the summary sheet, including the impacts of COVID-19, development plans for the north side of McCloud Nature Park, along with accomplishments achieved over the last several years.

At Gibbs Memorial Park, several action items have been completed. These include the purchase of the Gibbs Homestead parcel, the implementation of amenities for Phase I of the park's development, and the ongoing work on Phase II of the park development. Lemley mentioned that while the maintenance hub at Gibbs Park was not included in the comprehensive plan, it remains a significant project that was completed during this plan's term. Ivie added that the cost estimates from 2020 were considered relevant at that time; however, inflation in recent years has significantly affected those estimates.

Further discussions focused on the expansion of the Vandalia Trail, the area along the Putnam County line bordering McCloud Nature Park, and potential options for developing improvements to the northern property of McCloud.

E. PROPERTY UPDATES

E-1. McCloud Nature Park

Lemley reported that the Naturalist staff hosted the Coffee & Canvas event at McCloud Nature Center on December 7th, generating \$630 in registration fees with 18 out of 20 available reservations filled. The Winter Wreath Workshops were also a success, as all 48 spots were filled, resulting in \$930 in

revenue. Lemley also noted that Whispering Pines donated Christmas trees for the Winter Wreath Workshops.

The Naturalist team continued to strengthen its partnership with Mill Creek Community School Corporation by hosting a seasonal craft and photo booth at Mill Creek West Elementary School in Amo. Their contribution to the Wildcat Wonderland event was highly successful, as they documented over 250 participants in their area of the event. Lemley added that he received positive feedback from the school for the Naturalists' participation.

Lemley announced that the department has implemented a volunteer application. The Naturalist staff initiated creating the volunteer form, which is currently being advertised and includes a permanent link on the department's website.

The Naturalist staff is currently exploring options to establish a "Friends of Hendricks County Parks and Recreation" support group. Ryann Hoffman has contacted McCormick's Creek State Park staff for their input and guidance.

Lemley reported that the maintenance staff at McCloud Nature Center dismantled the greenhouse. They also mowed the native grasses within the arboretum and installed two repurposed pet waste stations. Weather permitting, the greenhouse will be disposed of in mid-January.

TRAFx counters documented 745 vehicles visiting McCloud Nature Park this month.

E-2. Vandalia Trail

Lemley reported that on December 8th, the Maintenance staff winterized the restrooms at the Coatesville and Amo trailheads along Vandalia Trail. Additionally, the maintenance team cleared away the last of the fall debris from the entire asphalt trail and fabricated and installed an equipment access gate along State Road 75, which borders the wooded area of the trail entering from Amo.

J.R. Bowling, LLC has winterized the eastern expansion of the Vandalia Trail at Lambert Park in Clayton. The traffic control plan and the temporary detour along County Road 500 South have been removed as part of this temporary closure. Except for some miscellaneous tasks, such as setting up the wetland boardwalk handrail, work on the project will not resume until late March or early April of this year. Additionally, Lemley mentioned that Ivie submitted the final claim before the project was winterized for the season.

TRAFx counters documented 628 patrons visiting Vandalia Trail this month.

E-3. W.S. Gibbs Memorial Park

Lemley reported that the Maintenance team is in the final stages of enhancing their new maintenance hub in December. The improvements include the following:

- Installation of attic insulation for both the mechanical bay and parts room.
- Installation of hard-wired electrical heaters in the mechanical bay and parts room.
- Installation of cantilever shelving in the mezzanine for storing lumber, plumbing supplies, and other materials.
- Installation of a mezzanine gate to facilitate the movement of large items.
- Installation of various shelves throughout the entire facility.

The installation of the Trex handrail system for the newly constructed concrete switchback trail leading to the property's outlook and sledding hillside is nearly finished. The project will be completed upon receiving a supplemental order from 84 Lumber.

Seymour ordered a custom-made windsock featuring the department logo, which has been recently installed on the outlook/sledding hillside. The windsock, supported by a flagpole, will primarily serve the disc golf audience. Ivie mentioned that this suggestion came from a maintenance staff member who frequently plays disc golf at the park.

Lemley reported that a park patron recently inquired about the possibility of installing additional pet waste stations within the park, specifically in the phase II development area. During their brief discussion, Robin-Elizabeth Parsley generously donated \$500 to help cover the cost of installing an additional pet waste station for the Pollinator Pathway.

TRAFx counters documented 2,332 vehicles visiting W.S. Gibbs Memorial Park this month.

F. REPORTS

F-1. Superintendent Report

Lemley announced that department leadership has promoted Ryann Hoffman to Senior Park Naturalist. He highlighted that Hoffman previously served as the full-time Naturalist Assistant for just over a year and demonstrated exceptional performance in her interim role as Senior Park Naturalist. Alexis Weidman has received a promotion to the position of full-time Assistant Naturalist, following her commendable performance in the role of permanent part-time Naturalist. Lemley expressed confidence in both promotions and is optimistic that they will guide the Naturalist team toward a positive and progressive future. Lemley mentioned that they will soon post the permanent part-time Naturalist position through Human Resources.

Lemley reported that the maintenance staff participated in the annual pollution prevention and good housekeeping workshop held at the Hendricks County Fairgrounds. This participation is a requirement of the Hendricks County MS4 General Permit issued by the Indiana Department of Environmental Management (IDEM).

The entire park staff enjoyed a holiday luncheon hosted at W.S. Gibbs Memorial Park Maintenance Hub on December 18th. Ivie created a video highlighting accomplishments from 2024, which was reviewed during the luncheon.

Lemley thanked Seymour for finishing the delivery of The Explorer's winter/spring 2025 edition, as the Naturalist team was understaffed then.

Lemley reported that Ivie purchased a credit card terminal from Clover Flex. The portable handheld unit costs \$45 per month under a 36-month contract. Ivie mentioned that now that McCloud Nature Park has reliable internet service, it will be able to support this device.

The December 2024 Innkeeper's Tax Obligation memo from the Hendricks County Tourism Commission was received, highlighting a \$241,237.79 deposit.

F-2. Budget Report

Ivie presented the final 2024 Budget Report to the Park Board and announced that they successfully closed out the budget without any issues. Ivie noted that staff transferred the remaining balance of approximately \$90,000 from the Food and Beverage (Land Acquisition) Fund to the Park Non-

Reverting Capital Fund. Additionally, \$31,000 was encumbered from the 2024 Budget to 2025 for professional fees, and approximately \$146,000 was allocated from the Development of County Parks under the Innkeeper's Share.

Ivie provided the Park Board with a summary of the Part-Time Employees Account. He reminded them that the projected amount at the end of the year typically shows a deficit for the first six months of the budget year. However, as part-time employees take time off throughout the year, the estimated amount generally ends up in the black. This surplus is then reverted to the County's General Fund. Ivie explained that the projected amount is calculated assuming that every part-time employee works every possible hour throughout the year.

Ivie reported that they received two grant checks to support projects in Hendricks County Parks from the Benson Fund and the Susan and Beverly Memorial Fund, provided through the Hendricks County Community Foundation.

F-3. Parks Foundation of Hendricks County Report

Eisenhart reported that the Foundation held its final meeting for 2024 at Pecar Park in Washington Township just before the Christmas holiday. He suggested that Lemley tour the facility for potential ideas for the future department administrative office and welcoming center at Gibbs Memorial Park.

Lemley noted that Ivie submitted a letter to the Foundation to nominate Ray and Mary Benson for the Park Leader Award for the 2025 Picnic for the Parks event, but they were not selected. Eisenhart elaborated that while the Bensons deserve recognition, the Foundation prefers to award someone still living this year.

Lemley informed the Park Board that Park Manager Holtsclaw is collaborating with a professional vendor to create a new sign for the McCloud Nature Center. This sign, designed in the shape of a tree and crafted from HDPE, will commemorate the legacy of Ray and Mary Benson, as the nature center will be renamed the 'Ray and Mary Benson Nature Center' in their honor. Ivie expressed gratitude to the Park Board for approving this request.

ADJOURNMENT

Hayden moved to adjourn the meeting at 3:19 p.m.; seconded by Miner; motion passed unanimously.

The next regularly scheduled Park Board meeting will be held on Wednesday, February 5th, 2025, at 2:00 p.m. at the Hendricks County Parks and Recreation Department Main Building Conference Room.

Respectfully Submitted,

Matt Freije, Secretary