



Park Board Meeting Minutes

Wednesday, February 5, 2025
2:00 p.m.

955 E. Main Street
Danville, IN 46122

CALL TO ORDER

The meeting was called to order at 2:01 p.m.

Board Present: Brad Eisenhart, President
Matt Freije, Secretary
Vicky Byarley
Gary Emsweller
Paul Miner
Jeff Pell

Board Absent: Mike Hayden, Vice President

Staff Present: Ryan Lemley, Superintendent
Patty Seymour, Administrative Assistant

Guests: None

A. CALENDAR

A-1. Adopt Agenda

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

A-2. Approval of Minutes from January 8th, 2025, Park Board Meeting

Miner moved to approve minutes from January 8th, 2025, Park Board Meeting; seconded by Freije; motion passed unanimously.

B. PUBLIC HEARINGS/PRESENTATIONS

B-1. Public Comments

None

C. NEW BUSINESS

C-1. Vandalia Trail – 2025 Housekeeping Contract

Lemley presented the Park Board with the annual housekeeping contract for the restrooms at the trailheads in Coatesville and Amo, located along the Vandalia Trail. He requested authorization from the Park Board to enter into an agreement with Kim Cartright for the cleaning of these public

restrooms. The proposed amount for this contractual service is \$260 per week, covering the cleaning schedule from March 30 to December 1, 2025. **Emsweller made a motion to approve Lemley's request as stated, which was seconded by Freije. The motion passed unanimously.**

C-2. W.S. Gibbs Memorial Park – 2025 Crop Lease

Lemley presented a recommendation to the Park Board regarding a crop lease for the remaining tillable land at W.S. Gibbs Memorial Park. He suggested that 27.75 acres of Park Board property be considered for the crop lease this year, with a rate of \$240.00 per acre. After discussion, **Miner made a motion to approve Lemley's recommendation, which Emsweller seconded. The motion passed unanimously.**

C-3. W.S. Gibbs Memorial Park – Welcoming Center/Administrative Office Request for Proposals- Construction Manager as Constructor

Lemley reported that the Park Board subcommittee and department leadership recently hosted a kick-off meeting with staff from Studio View Architecture (SVA). The meeting focused on the schematic design process and the estimated budget for implementing a future welcoming center and administrative office at W.S. Gibbs Memorial Park. It was discussed that the building's preliminary square footage is estimated to be between 7,000 and 8,000 square feet.

With guidance from SVA, Lemley requested Park Board approval to solicit a Construction Manager as Constructor through the Request for Qualifications (RFQ) process, following the subcommittee's recommendation. Lemley provided the Park Board with the relevant documents for review and consideration.

Eisenhart further clarified that the Construction Manager as Constructor method is approved under the Indiana Statute to engage the construction manager early in the design and planning stages. This approach aims to ensure the most efficient use of funds for the project. The Construction Manager will be involved from the beginning of the project through its final completion.

If approved, the RFQ proposals will be due on March 5, 2025, and the recommendation for a Construction Manager will be presented at the Park Board meeting on April 2, 2025. After further discussion, **Miner moved to approve Lemley's request to solicit a Construction Manager as Constructor through the Request for Qualifications process; Freije seconded the motion; the motion passed unanimously.**

D. UNFINISHED BUSINESS

D-1. W.S. Gibbs Memorial Park – Recommended Vendor for Restroom Site Work

Lemley recommended awarding the Park Board contract for restroom site preparation work to John Hall Construction in the amount of \$217,905.30. John Hall submitted the lowest bid and met all the requirements outlined in the bid packet. **Miner moved to approve Lemley's recommendation to award the restroom site preparation contract to John Hall Construction for \$217,905.30; Freije seconded the motion; the motion passed unanimously.**

E. PROPERTY UPDATES

E-1. McCloud Nature Park

Lemley reported that the maintenance and administrative staff have finished the required safety training videos, and the naturalist staff is completing theirs.

Lemley reported that the dismantled greenhouse had been disposed of properly. Holtsclaw is currently designing the deck that will be placed in the spot where the greenhouse once stood. The deck will

measure 20' x 30' and will include a five-foot wide ADA ramp, two staircase entrances, and seating around the deck's exterior.

The naturalist staff hosted a No-Sew Throw Fleece Workshop at McCloud Nature Center on Saturday, January 18th, which was well received by participants who expressed their satisfaction with the event.

The maintenance staff has installed gutters and downspouts on the entrance overhang of the Nature Center. They are currently working on plans to finish the underside of the entrance overhang, which currently has exposed decking that collects debris and attracts unwanted critters.

TRAFx counters documented 1,290 vehicles visiting McCloud Nature Park this month.

E-2. Vandalia Trail

Lemley updated the Park Board that he had spoken with a Department of Natural Resources (DNR) representative about the Land and Water Grant submission status. The representative informed Lemley that DNR had sent their recommendations to the Governor's office for consideration and support to submit the large grant request to the National Park Service.

TRAFx counters documented 255 patrons visiting Vandalia Trail this month.

E-3. W.S. Gibbs Memorial Park

Lemley reported that maintenance foremen Jason Kittle and Oather Duncan dedicated part of their weekend to the snow removal efforts at W.S. Gibbs Memorial Park and McCloud Nature Park during the snowfall event on January 10th. He noted that the sledding hill at Gibbs Park became popular with park visitors that weekend.

The maintenance staff constructed a storage room for programming supplies at the maintenance hub for the naturalist staff to utilize. They also installed a digital thermostat in the mechanical bay to reduce energy consumption during unused periods.

Lemley reported that the Notice to Terminate the Rule 5 Erosion Control Stormwater Construction permit with the Indiana Department of Environmental Management (IDEM) was filed on January 17th.

Lemley reported that an individual who consistently polluted a section of the park with cigarette butts and other trash in the past has returned. Last year, law enforcement issued the individual a no-trespassing citation. Lemley plans to collaborate with the local law enforcement agency to address the issue.

TRAFx counters documented 6,123 vehicles visiting W.S. Gibbs Memorial Park this month. Lemley highlighted that attendance spiked over the weekend of the January 10th snowfall event.

F. REPORTS

F-1. Superintendent Report

Lemley reported that Jessica Hartman, the owner of Align Civil Engineering Consultants, has recently sold her firm to Fishbeck. Fishbeck is a large civil engineering company that serves clients throughout Indiana, Michigan, Ohio, and beyond. Hartman assured Lemley that Fishbeck will honor the existing contracts of HCP&R as part of the merger.

Lemley reported that the Commissioners' new policy requires their approval to issue credit cards to department staff. The naturalist staff received their credit card with a \$1,000 purchase limit.

Lemley reported that they received their new Kubota ZD-1211 mower from Edwards Equipment. The Right Stuff Time Clock Terminals have been received for both the Administrative Office and McCloud Nature Park. The terminal for the Administrative Office has been activated and is currently in use. The department is now determining the best location for the unit at McCloud, considering either the Nature Center or the Maintenance Shop. The Hendricks County Council financed the purchase of both time clock terminals. Lemley mentioned that an additional time clock terminal may need to be purchased if the placement of one terminal is not practical for both the maintenance and naturalist staff to access it four times throughout the working day.

Lemley notified the Park Board that the Parks Foundation of Hendricks County (PFOHC) will be hosting the Picnic for the Parks fundraising event at the Hendricks County Fairgrounds on March 6th from 11:00 a.m. to 1:00 p.m. Tickets for the event are available through sponsoring partners. Lemley extended an invitation to the Park Board to attend the picnic.

F-2. Budget Report

Lemley reported no concerns with the budget to date. Lemley emphasized that they are collaborating with the Auditor's Office to ensure all encumbrances from the 2024 budget are included in the 2025 budget amounts. The Auditor's Office has assured the department that they will resolve this issue soon so that both departments' budget spreadsheets are balanced.

The final payment to the Department of Natural Resources has been made toward the Land and Water Conservation Grant, thereby fulfilling our obligation to the grant for Gibbs Park.

Miner raised the topic of legislative bills that have been filed with the Governor's Office and asked the Park Board to discuss their stance on concerns regarding the new Administration's approach to funding and the availability of future funding through state and federal grant processes. The Park Board engaged in a discussion covering various topics related to this issue. Miner will draft a letter to Representative Jeff Thompson expressing concerns about budget cuts and the direction in which the new Administration appears to be heading.

F-3. Parks Foundation of Hendricks County Report

Eisenhart reminded the Park Board that the Pancake Breakfast fundraising event, hosted by the Park Board, is scheduled for Saturday, March 8th, coinciding with McCloud Nature Park's Maple Syrup Days, which will be held on Saturday, March 1st, and March 8th. Lemley provided a brief description of programming events that the naturalist staff will offer during the Maple Syrup Days event. Ivie has posted a volunteer sign-up form and breakfast reservation sign-ups on the website.

ADJOURNMENT

Miner moved to adjourn the meeting at 3:17 p.m.; seconded by Freije; passed unanimously.

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

Respectfully Submitted,

Matt Freije, Secretary