

Summary Minutes of the Meeting of the Zionsville Park and Recreation Board

January 11, 2017

The Zionsville Board of Park and Recreation met Wednesday, January 11, 2017 at 7:02 PM. The meeting took place at the town hall meeting room. George Abel, Wayne Bivans, Manda Clevenger, Tim Casady, and Jeff Edmondson were present. John Wollenburg was not present. Also in attendance were Matt Dickey, Park Department Superintendent and Roger Burrus, Park Board Attorney.

Beginning of Year Actions

Park Board Attorney, Mr. Roger Burrus temporarily accepted the gavel to conduct the election for President. Mr. Burrus explained to the Park Board that George Abel and Manda Clevenger haven't been officially appointed by the Town Council yet, but that the elections can move forward for now and elect a temporary slate of officer as stated by state law.

Mr. Tim Casady made a motion to temporary elect George Abel as President. Jeff Edmondson seconded and the motion passed unanimously.

Park Board President George Abel asked for a motion to temporary elect a Vice President. Tim Casady nominated Jeff Edmondson. Manda Clevenger seconded and the motion to so elect passed unanimously.

Tim Casady made a motion appointing Manda Clevenger to temporary continue as Park Board Secretary, with Superintendent Matt Dickey as back up. Wayne Bivans seconded that motion and the motion passed unanimously.

Ms. Clevenger made a motion to confirm the Park Board's normal, 2nd Wednesday of the month, meeting schedule for 2017 (as State law requirement). Mr. Edmondson seconded. The motion passed unanimously.

Jeff Edmondson moved to retain Mr. Roger Burrus as Board attorney, per the contract Mr. Burrus had distributed to the Board, and authorizing the Park Board President to sign the contract for services. During discussion before the vote George Abel related that the contract was exactly the same as last year's with the same retainer fee for basic work and certain, identified supplemental rates for work above and beyond the base work/fee. Manda Clevenger seconded the motion. The motion passed unanimously.

Minutes

Jeff Edmondson made a motion to approve the December 14, 2016 regular board meeting minutes as presented with a few minor typographical corrections. Wayne Bivans seconded and the motion passed unanimously.

Public Presentation/Comments

Superintendent Dickey went over the end-of-year annual report for the golf course. A copy of the report was presented to each board member. Orlin Coleman and Mike Maguire were each acknowledged with a resolution that recognized their contributions to the Parks Department and the Zionsville community. Those are being presented upon to an occasion of both men retiring from their leadership roles at the Zionsville Golf Course. These resolutions, honoring both men for their service, will be presented to Orlin Coleman and Mike Maguire at the next Park Board meeting on February 8, 2017. Both resolutions were officially read into the records and copies will be attached to the final version of the meeting minutes. Wayne Bivans moved to accept the resolution as read for Orlin Coleman; this was seconded by Jeff Edmondson and the resolution was passed unanimously. Tim Casady moved to accept the resolution for Mike Maguire as read by George Abel; this was seconded by Jeff Edmondson and the resolution was passed unanimously.

Staff Reports

Superintendent Matt Dickey informed the Park Board that he has been interviewing prospects for Orlin's and Mike's positions. Allen Shaffer and Orlin Coleman and have been involved with the interviewing as well. Both positions are advertised on our website, State Association for Golf Owners, and the Indiana Parks and Recreation Association (IPRA). In addition, they were also posted on an online web service job search site.

Mr. Dickey passed out to the Park Board the Snow Policy for the Parks and stated that there has been a change in the current town ordinance. He explained that by a longstanding Town policy, pathways within a park or alongside a park are the park department's responsibility to build and maintain. All other paths' construction and regular maintenance fall under the Street Department. However, past practice has been that because in a snow event the Street Department priorities are understandably tied up clearing the town street, the Park Department tries to assist on other, non-part pathways. However with snow removal, the new Town Council (2016) ordinance Chapter 53 Section 16(B) specifies the immediate adjacent property owner shall clear at least a 4'-wide swath on the sidewalk or pathway along all public rights-of-way abutting such property no later than 12 noon two days after snow has ceased to fall or accumulate. Due to equipment, manpower, budgetary, and other resource restraints the Parks Department is not able to effectively de-ice paths. Even in terms of clearing snow, there is limited resources and the over 20 miles of trail often mean some of them cannot be cleared before the snow melts. The Parks has only the resources to mobilize on pathways that are 8-feet and wider because our pickup truck and 7.5 foot plow blades can move faster and more effectively than if they were forced to use small equipment and/or hand clearing. Mr. Dickey presented the Park Board with a Clearing Priorities Plan that is related to the new Town Council Ordinance. Even as it stands in its limited form, this plan would mean potential overtime with the maintenance staff. Mr. Dickey wanted the Park Board to be aware of how this ordinance will affect the Parks Department in the event of snowfall(s).

Park Board Attorney Roger Burrus informed the Park Board that an agreement for the use of Mulberry Fields has not been signed by the ZYFL (Zionsville Youth Football League). Superintendent Dickey also stated that the core aeration has not been done from the ZYFL from last year's agreement.

Also, Mr. Burrus talked with the representatives of the Holiday Nature Preserve and asked if they would consider changing their restrictions with the donated property so that it would be possible to build a new Zion Nature Center. The heirs did not want to change the restrictions for this. After discussing this with the Board, Attorney Burrus decided with the consensus of the Board that he should continue discussions with the Attorney for the heirs to the Holiday Nature Preserve.

Attorney Burrus is also working on writing out an understanding with the Friends of Zion Nature Center. This understanding would help establish some perimeters that the Friends would need to comply with. Mr. Burrus will have Matt Dickey and Mindy Murdock take a look at this as he completes it.

New Business

Superintendent Matt Dickey asked for the Park Boards consideration of the consultants' Request for Proposals (RFP) for the 5-year Master Plan and the Overly Worman Park Design Charrette. Due to their size and details, these were both emailed separately to the Park Board earlier this week. For both of these firms, Rundell Ernstberger Associates (REA) and Context Design, the park worked with their stuff before. He pointed out that included with REA proposal, are 25 hard copies and a digital copy of the final master plan document provided. Also, an optional service included conducting additional public meetings beyond the two outlined and preparation of a public document (poster) summarizing the Plan and the planning process. So in his observation, it appears that REA has more to offer on the 5-year plan beyond the \$31,800 they have proposed. Also REA appeared to offer more features in their base fee that were additional cost items in the Context Proposal (beyond Context's base fee). After considerable discussion, a motion was made by Tim Casady stating that subject to Roger's review and negotiation, and final approval by the Park Board Attorney and the President that REA is approved for this for both the 5 year Master Plan and the Overly Worman Park Charrette as proposed by REA, and with the Overly Worman to include the base cost of the extra public \$5,000 project and to have the environment assessment built in, but not yet triggered. Jeff Edmondson seconded the motion, which was passed unanimously.

Also on the agenda, Mr. Dickey said the Board needed to discuss the potential of a major event on Mulberry Fields called the Viking-Fest. As suggested to the Town, this would include alcohol, exhibition sword play, bands, and specialty vendors with the organizers predicted up to 5,000 attending. The Park Board listed concerns such as turf damage to the sports field and other turf areas, alcohol's impact upon users with Mulberry Fields Park, external and internal vehicular traffic and pedestrian flow plans, parking plans and possible fee structure to recoup park impact. The Park Board decided to have the Viking Festival fill out a Town Event Form and wait to discuss this further once this is done.

Old Business

Superintendent Dickey explained the end of year report with the Zionsville Golf Course. The golf course netted approximately \$30,000 this year. Graveling the southwest pathway (including new portions), replacing the culvert, & repairing a mower were all major expenses this year and were not expected. Greens aeration just was not possible this year and other portions of the

budget had to be cannibalized as well. The Golf Course needed an extra \$10,000 to make their savings earmarks. This had to come from the “unpledged fund” and reduced that amount to only ~\$10,000 left. Orlin Coleman stated to Mr. Dickey that there are a group of local golfers who have expressed some interest in contributing money in helping with repairs and resurfacing of some of the cart paths. Matt Dickey also asked the Park Board about their thoughts on raising the fees for the golf course. The Park Board thought a small increase in basic fees might be good. But to do a “two step increase” with a portion of that increase to be pledged to cart purchases, right now with the changes, ie. a new manager and greens keeper, this might be problematic. The thought seemed to be that perhaps a second small increase, to be originally earmarked towards matching a cart path donation might be better implemented next year.

Updates on Park Board’s Citizen Advisory Committees

None were discussed.

Other Board Related Items

None were discussed.

Claims

Jeff Edmondson made a motion to approve the claims as submitted. Tim Casady seconded and the motion was passed unanimously.

Adjournment

The meeting was then adjourned with a motion made by Park Board Member Wayne Bivans, Tim Casady seconded at ~10:00PM.

The next regular Park Board meeting is scheduled for February 8, 2017 at 7PM, at the Town Hall’s Beverly Harves Room.

Manda Clevenger, Secretary

George Abel, President