

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

September 14, 2011

The Zionsville Board of Park and Recreation met Wednesday, September 14, 2011 at 7:00 PM. Ellen Butz, Steven Mueller, Phil Howard, Scott Bruns, and Neil Clements were present. Matt Dickey, Superintendent, and Roger Burrus, Park Board Attorney were also present.

Minutes

Phil Howard made a motion to approve the August 10, 2011 regular board meeting minutes and the August 6, 2011 budget meeting as presented. Scott Bruns seconded and the motion passed unanimously.

Public Comments/Presentations

Chris Garvey, with Maplelawn Farmstead, Inc., gave a presentation updating the Board on activities at this site. Mr. Garvey distributed a handout for the Board, which will be included with the minutes for the record. Mr. Garvey noted some highlights being restoring the farmstead home with emphasis on the kitchen, foundation and chimney repair, and a Boone REMC energy audit. There was also some exciting news regarding certifying the property/home on the National Register of Historic Places. The Indiana Historic Preservation Review Board has recommended approval for both State and National registration.

Mr. Garvey also reviewed the activities hosted by the Farmstead, including the very popular Movie at Maplelawn and the Mystery at Maplelawn fundraising dinner.

Matt Dickey gave an update on the Manchester Square/Rail-Trail access route. There were guests in the audience available to answer questions. Mr. Dickey updated on the construction of an ADA accessible bridge crossing, which the petitioner feels might prove cost prohibitive, versus installation of a culvert for the linkage crossing. Final engineering is yet to be done. The neighbors would like preliminary approval this evening so they would not have return for final contract approval. Mr. Dickey noted the Board has previously approved the concept, but Mr. Burrus was finalizing the contract documents.

Phil Howard made a motion to approve the Manchester Square concept prepared by Roger Ward Engineering contingent upon approval from Town Staff (Jones and Lantz) on technical details and contingent upon the written agreement being signed with the assurances and commitments in place as had been previously discussed in Board meetings and confirmed in earlier documentation, The motion also authorized the Board President to sign the final agreement upon satisfaction of these contingencies. Neal Clements seconded and the motion passed unanimously.

Staff Reports

The reports from the Superintendent of Parks & Recreation, the Assistant Superintendent for Maintenance Services, and the Naturalist were all part of the Park Board packet and available for Board review.

Mr. Dickey began his report by updating the Board about the golf course irrigation. He noted a test well shaft is being drilled and tested for flow and draw-down rates.

Matt reported the wayfinding signage process continues. There are some minor changes to be made, but he expects the bid documents very soon. The bids should go out yet this fall September and be back within two weeks. Some of the park signs could be fabricated and installed in 2011.

Roger Burrus noted he does not yet have the final approval for the name change along a portion of the Nancy Burton Rail Trail but expects it soon.

Mr. Burrus continues to work on the two land donation parcels (Goodwin and Family Farms). The survey for Goodwin is done.

Roger noted he is working on discussions with contractors to get that Elm Street Green development project finalized.

New Business

Ellen Butz began this discussion noting the Board has been inconsistent in enforcing rules regarding encroachment. She thinks there could develop significant encroachment issues especially at Starkey Park. Ms. Butz wants to get consensus from the Board on the general approach to enforcement and protecting park property and boundaries.

Mr. Clements asked about discussions with adjoining landowners. Matt reported there is little information on past issues in the park files, but reportedly, one-on-one discussions with various park neighbors have occurred in the past prior to his hiring.

Steve Mueller asked if the encroaching structures (gardens, parked cars, residential play structures) would of a type that would require a Town permit? Mr. Dickey stated generally they would not.

Ellen noted there needs to be consistency and wants firm direction on how the Board wants to proceed. Mr. Burrus stated there is the concept of 'adverse possession' whereby the adjoining property owner could potentially claim ownership if he can prove he has used the land and paid taxes on it. There could be consequences by ignoring the problem.

The consensus is that Roger will craft a standard letter to send, notifying the neighbor of the encroachment and giving the landowner thirty days to remove it. The Superintendent will make a first attempt with a personal contact to the adjacent landowner prior to sending a letter.

Matt and Ellen presented a request from Sullivan-Munce Cultural Center to approve the use of the Laurel Avenue trail connection for an after operating hours Ghost Walk. This group has previously used Lincoln Park without incident.

Phil Howard made a motion to approve the use of the Laurel Avenue rail trail connection after hours for the Ghost Walk, as long as there is no construction activity. Neal Clements seconded and the motion passed unanimously.

Matt brought forward a request to use Mulberry Fields for fall lacrosse. There will be two groups; one starting next week and the second at the end of September running until November. There will be weekly practices running two to four hours. There would be no games or tournaments. Matt is bringing this to the Board because there is typically a fee charged for the use—it has been \$500 in the past.

Scott Bruns and Ellen Butz agreed there should be a fee in conjunction to using the park to help with field maintenance. There was Board consensus on the use and fee if the petitioner decides to go forward. A certificate of insurance will still be required as it are in other cases.

Old Business:

Matt Dickey gave an update on the Laurel Avenue Trail infrastructure improvements. The bid on unit costs came in at an attractive level and should allow the Town and Board to move forward on construction projects.

Matt also brought to the Board a suggested request for the Town Council to appropriate additional funds to have the available non-reverting capital fund moneys on hand for construction and facility (shelter, tables, trash receptacles, etc.) costs.

Mr. Dickey also reported on the permit received from the DNR for floodway construction. He was able to utilize the former permit application process as an example to the DNR during discussions on this second required permit. We were fortunately able to receive the 2nd permit an unusually fast timeframe.

Steve Mueller made a motion to approve a request to The Town Council to appropriate \$140,500 from the unappropriated balance sitting within the non-reverting capital fund. Phil Howard seconded and the motion passed unanimously. Mr. Dickey will forward the request to the Town Council for their October meeting.

Citizen Advisory Committee Reports:

Land Resources – Phil Howard. No report.

Finance/ Funding – Neal Clements. reported that he and Matt Dickey had met and discussed several potential grant opportunities... The Department of Natural Resources Urban Forestry Grant, the Golden Eagle program, and the Boone County Solid Waste District's Recycling Grant were among them. During that discussion it was decided that staff would move forward on the \$5,000 recycling grant app with Boone County and that the larger UF grasn application would be discussed with the park Board There was some discussion regarding this potential urban forestry grant application (due at the end of

November). There was Board consensus for the Financial/Funding Advisory committee and park staff to move forward with this UF grant application.

Communications – Steve Mueller. No report.

Recreation –Scott Bruns. This committee did not meet this month. Scott and Matt have a meeting with ZYFL on Mulberry Fields Park use and potential issues. The League would like a 30-year term on the agreement. It was suggested that five years is an appropriate term of use. Scott also mentioned that the League would like to have fixed amenities (scoreboards, goal posts, etc.). Several Board members indicated they felt such permanent, fixed facilities would be too limiting for other park users.

Facilities– Ellen Butz. No report.

Other Board Related Items

None

Claims

Neal Clements made a motion to approve the claims. Scott Bruns seconded and the motion passed unanimously.

The meeting was then adjourned, with a motion made by Phil Howard and seconded by Scott Bruns at ~8:45 PM.

Scott Bruns, Secretary

Ellen Butz, President