

**Summary Minutes of the Meeting of the
Zionsville Park and Recreation Board
April 10, 2019**

The Zionsville Board of Park and Recreation met Wed., April 10, 2019 at 7:00 PM. The meeting took place at the Zionsville Town Hall's Council Chambers (Room 105). Tim Casady, Jeff Edmondson, John Wollenburg, & Wayne Bivans were present. Also present was Park Department Superintendent, Matt Dickey. Not present were George Abel and Park Board Attorney, Roger Burrus.

Agenda/Meeting

Steve Bullington made a motion to approve the March 13, 2019 regular board meeting minutes. Wayne Bivans seconded. The motion passed unanimously.

Public Presentation/Comments

- None Identified

Staff Reports

Superintendent Matt Dickey informed the Park Board that he will be attending the Greenway Foundation luncheon and will be sitting with a couple of our consultants during the luncheon. One of the keynote speakers will be from the DNR (Department of Natural Resources) and Mr. Dickey thought since we have applied for the NLT grant, this might be a good opportunity to talk with someone from DNR.

Mr. Dickey also updated the Park Board of the Assistant Superintendent for Maintenance Services applications; we have put the job posting on the National Parks (NRPA) website again. At a meeting with the Town Mayor and Deputy Mayor, Mr. Dickey was strongly encouraged to only consider applicants that fulfill the needs as advertised, especially with project management skills experience and maintenance staff management experience. Most of the applicants to date are not experienced in the project management side of this position and/or in managing full-time staff. And both are skills this position was looking to fill.

The Mayor also asked Mr. Dickey to have the Park maintenance employees work directly to acquire their "own" UTV. Towards this end, Superintendent Dickey created a list of what features worked with all the staff to merge a joint list. This list was shown to the Park Board for their information.

Mr. Dickey gave the Park Board some information on a recent issue that has come up and that is the Skate Park and the need for some patching. He had our previous Assistant Manager for the Maintenance work on getting some patching done for the Skate Park. Mr. Dickey looked at the Skate Park recently and there are some corners, areas that could use patching now. He explained that at the time of year that this was done; he thought that maybe the concrete wasn't mixed with a high enough slump rate. The Parks did use a local contractor whom they thought could do the work. Grindline did the design work originally, but not the installation. Mr. Dickey thought maybe contacting Grindline and have them examine the Skate Park and see if this is going to be a major redo or if it could be patched. Mr. Dickey stated that staff did not believe the Skate Park to be unsafe now.

New Business

Mr. Dickey gave the Park Board documents showing the three Engineering Firms Request For Quote (RFQ) on the Starkey Park Stairs along Trail SP-3. He explained that the top half of this document shows the three firms. He did take these firms on a tour of the Starkey Park; he showed them the current stairs and informed them of the quality control concerns that he had. Also, he asked that the firms to provide construction documentation design up through a bidding package and their recommendation on that. Also,

to give some construction observation numbers in case the Board decided to implement such. Mr. Dickey would like the Park Board to consider Butler, Fairman, and Seufert (BFS). They were the lowest of the three quotes by several thousand and included in their proposal geotechnical engineering; structural footing design with 5 borings and Mr. Dickey explained that this is usually at an extra cost and their proposal was still lower than the other two firms. BFS was economically the best and was giving a better product. After discussion among the Park Board, Steve Bullington issued a motion to move forward and approve BFS for the engineering of the footing and the design of the Starkey Park stairs on SP-3 in the amount of \$27,550 and to approve and the Park Board President or the Superintendent to sign the documentation with the firm. Tim Casady seconded the motion and this was passed unanimously.

The next item Mr. Dickey needed to discuss with the Park Board is the RFQ's for Construction docs and bid package on the Park Board's Lions Park Tot Lot and the Elm Street Green Adventure Play Area. Rundell Ernstberger Associates (REA) were requested to provide fees for construction specs and bid documents based on the Park Boards' action at an earlier meeting. REA is quoting as a package but with each park separately listed in case the Board wished to implement only one. John Wollenburg made a motion to approve REA's construction specs and bid documents for the Elm Street Green Play Area and Lions Park Tot Lot and to authorize signature by the Park's President or Park's Superintendent. This was seconded by Steve Bullington and passed unanimously.

Another RFQ to discuss is the Tennis courts resurfacing and feasibility assessment. Mr. Dickey reminded the Park Board that this feasibility study is on the two tennis courts for potential multiuse as discussed in the last Board meeting and is planned to set the stage for construction next year. Steve Bullington made a motion to move forward with the \$15,900 from REA for the multifunction feasibility study on the tennis court at Lions Park and the Park Board President or the Superintendent are to be given the authority to sign documents. John Wollenburg seconded this motion and this passed unanimously.

Mr. Dickey gave a briefing on the Town's new proposed funds-saving vehicle leasing program for 2019. The Parks would be cycling off 3 vehicles and leasing 3 new vehicles every 2-4 years. Enterprise is the company the Mayor and Deputy Mayor has been working with. The Park Board had concerns with the cost efficiency of this and also the incomplete and/or inaccurate information given from the Enterprise representative. After discussing this, Vice President Tim Casady was tasked by the Board to meet with the Deputy Mayor and go over the details that are concerning the Board members.

Old Business

Mr. Dickey informed the Park Board of the ZGC rough mower quotes gathered by the ZGC staff. The staff recommended the Hustler mower at Howards Lawn and Garden in the amount of \$10,582.81 (lowest of the quotes). The Park Board agreed and Jeff Edmondson issued a motion to approve and authorize the mower from Howards Lawn and Garden. Wayne Bivans seconded and this was passed unanimously.

Mr. Dickey gave a briefing on Overlay-Worman Park as well as LWCF project (whose grant project completion is due June 2021). The developer, Vonterra wishes to break section 3 into 3A and 3B. This has a bearing on the land donation coming because Vonterra hasn't wanted to donate the land until the sections are platted. DNR is pressuring to get the title work done by 2021. The Park Board suggested getting with Park Board Attorney; Mr. Burrus on a 3A time window, the Board does not want to risk putting the grant in jeopardy because of a delay in getting the title work.

Other Board Related Items

Mr. Dickey updated the Park Board on the Impact Fee process and a summary of where the Committee's discussions have stabilized. Acre numbers are the potential defined acreage level of service per units of 1,000 population; how that acreage values at an average estimate of \$59,000/ac would generate a potential Single Family Unit (SFU) fee. Matt Eckerle of the consultant firm, Bakertilly, had pointed out

that this would have the Parks currently at a “surplus” of only 4.83 acres based on current populations (so we meet the first of several tests of spending enough local money before able to use impact fees for land). Mr. Dickey asked the Park Board if they wanted to remain silent or recommend to the Plan Commission for either the 16 or 16.5 acres service level. As the Park Board appointment to the Town Council, Park & Recreation impact Fee Advisory Committee, Wayne Bivans motioned to recommend the 16.5 acres to the Plan Commission for their consideration. Steve Bullington seconded the motion and the motion was passed unanimously.

Park Board President, Jeff Edmondson reported that the Town Council’s Pathway Advisory Committee had not heard anything yet from the Walk Friendly application. The Pathway Advisory committee is a month overdue with a response.

Also, Mr. Edmondson met with the Zionsville Cultural District Committee President and was informed that ZCDC will continue the Lincoln Park Concert Series this summer, but will probably move from this location to Lions Park due to the desire to draw a bigger crowd.

Claims

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

Adjournment

The meeting was then adjourned with a motion made by Park Board Member Wayne Bivans, seconded by John Wollenburg & the vote was unanimous at ~9:00PM. The next regular Park Board meeting is scheduled for May 8, 2019 at 7PM, at the Zionsville Town Hall’s Council Chambers (Room 105).

John Wollenburg, Secretary

Jeff Edmondson, President