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05-23-2017

Board of Park Commissioners
Regular Meeting
Minutes

Tuesday, April 25, 2017
4:00 – 5:30 p.m.

Council Chambers
401 N. Morton

CALL TO ORDER

The meeting was called to order by Ms. Kathleen Mills at 4:00 p.m.

Board Present: Ms. Kathleen Mills, Mr. Joe Hoffman, Ms. Darcie Fawcett

Staff Present: Paula McDevitt, Becky Higgins, Dave Williams, John Turnbull, Kim Clapp, Nikki McEachern, Leslie Brinson, Elizabeth Tompkins, Bill Ream, Marcia Veldman, Greg Jacobs, Joanna Sparks, Barb Dunbar, Lee Huss, Amy Shrake, Dee Tuttle and Daren Eads

A. CONSENT CALENDAR

- A-1. Approval of Minutes of March 28, 2017 Meeting
- A-2. Approval of Claims Submitted March 28, 2017 through April 24, 2017
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus

Mr. Joe Hoffman made a motion to approve the Consent Calendar. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

B. PUBLIC HEARINGS/APPEARANCES

B-1. Public Comment Period –

David Slaybaum approached the podium. Mr. Slaybaum stated, current laws prohibit smoking in most public areas, and he would like to see the use of tobacco products banned in the City parks. This would create a more enjoyable environment for those individuals using the parks that do not smoke.

Board thanked Mr. Slaybaum for his time and suggestion. The Park Board and Park Department will take this under consideration.

B-2. Bravo Award – None

B-3. Parks Partner Award – None

B-4. Staff Introduction – Leslie Brinson

Ms. Leslie Brinson approached the podium. Ms. Brinson recently accepted the position of Community Events Manager. For over 14 years, Ms. Brinson has been the Facility Coordinator of the Banneker Community Center. Ms. Brinson stated she has enjoyed her time at the BCC. Ms. Brinson looks forward to continuing to build her skills and experience within Community Events.

The Board congratulated Ms. Brinson on her new position

C. OTHER BUSINESS

C-1. Review/Approval of Jazzercise Partnership Agreement

Ms. Becky Higgins, Recreation Division Director, the purpose of this agreement is to outline a program partnership which will provide quality health and wellness programs for the community by combining available resources from each organization. This agreement has been in place since 1997, and has worked well. Jazzercise pays the department twenty percent of the monthly gross for facility use and marketing. There have been no significant changes made to the agreement.

Mr. Joe Hoffman made a motion to approve the Jazzercise Partnership Agreement. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

C-2 Review/Approval of Banneker Center Advisory Council Appointments

Ms. Leslie Brinson, Community Events Manager, the Banneker Community Center's Advisory Council is made up of seven members. The council currently has three vacant spots. Staff recommends the approval of Shawna Meyer-Niederman and Joy Roberts to the Advisory Council. Ms. Meyer-Niederman has a long working history with youth serving agencies in Bloomington. Ms. Meyer-Niederman will bring a great deal of experience and community connections to the Advisory Council. Ms. Roberts has been a program parent, Banneker supporter and staff mentor. Ms. Roberts has a passion for developing young people into strong and successful adults and will bring a great deal of mentoring and passion to our youth. The council hopes to fill the third seat in late 2017. Anyone interested, is encouraged to apply.

Mr. Hoffman made a motion to approve of the recommended appointments to the Banneker Center Advisory Council. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-3. Review/Approval of Contract with Wildlife Removal Company

Ms. Leslie Brinson, Community Event Manager, staff recommends the approval of this contract for removal and facility work for unwanted wildlife at the Banneker Community Center. The department has worked with this company in the past and they have provide quality work and services.

Mr. Hoffman made a motion to approve the contract with Wildlife Removal Company. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-4. Review/Approval of Partnership Agreement with IVY Tech/College for Kids

Ms. Amy Shrake, Facility/Program Coordinator, the purpose of this agreement is to establish a partnership which will provide for collaborative programming and sharing of resources to better serve the community. This program provides morning classes through IVY Tech and afternoon camp activities through Kid City. This agreement includes the College for Kids Program, and the Ivy Arts for Kids Program. The program has been extended to a four week program. The partnership has been in place for 10 years, and has been successful and beneficial to both organizations.

Mr. Hoffman made a motion to approve the partnership agreement with IVY Tech/College for Kids. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-5. Review/Approval of Lake Monroe Sailing Association Partnership Agreement

Ms. Amy Shrake, Facility/Program Coordinator, the purpose of this agreement is to outline a program partnership, which will provide an affordable and effective sailing program for the Bloomington community by combining available resources from each party to the Agreement. The 2017 Adult Sailing Program has added Keel boats. There were no changes made to the Youth Sailing program. This partnership has been in existence since 1996, and has been a great success.

Mr. Hoffman made a motion to approve the partnership with Lake Monroe Sailing Association. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-6 Review/Approval of Partnership Agreement with Special Olympics Indiana – Monroe County

Ms. Amy Shrake, Facility/Program Coordinator, BPRD goal in this partnership, is to provide an opportunity for the Bloomington community to participate in a Special Olympic sports program, not otherwise available. This program is designed to introduce beginner participants to a sport and allow for skill advancement. This partnership allows BPRD to continue supporting sports for individuals with disabilities and offers SOIMC flexibility with the programming. There are no changes to last year's agreement. This agreement has been in place since 2006, and has worked well for both parties.

Mr. Joe Hoffman made a motion to approve the partnership agreement with Special Olympics Indiana – Monroe County. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-7 Review Approval of Contract with Rural Transit

Mr. Bill Ream, Community Events Coordinator, this contract is to provide transportation services via bus between the Twin Lakes Recreation Center and the Twin Lakes Sports Park parking lot, for the 50+ Expo. This service was provided at last year's event with positive response, and makes the program more accessible to those attending.

Mr. Joe Hoffman made a motion to approve contract with Rural Transit. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-8 Review/Approval of Contract with Izzy's Rental

Mr. Bill Ream, Community Events Coordinator, staff recommends the approval of contract with Izzy's Rental. Vendor will provide rental of portable toilets at various Community Events. This company has provided services in the past, and have proved themselves reliable, and provides quality units and service.

The Board inquired about the scope of services.

Mr. Ream stated this is not an exclusive contract, the vendor is aware of which events they will be providing services.

Mr. Hoffman made a motion to approve the contract with Izzy's Rental. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-9 Review/Approval of the Concessions Agreement

Mr. Bill Reams, Community Events Coordinator, the template will be used as the Concessions Agreement between BPRD and approved food vendors, selling food products at various 2017 events and programs. Vendors will be required to pay the department 10% of their gross sales from the day of the event, or a flat fee of \$50.00. Onsite food vendors enhances the overall experiences of the events and programs.

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Mr. Joe Hoffman made a motion to approve the template 2017 Concessions Agreements. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-10 Review/Approval of the Contract with Edward Santos

Mr. Bill Ream, Community Events Coordinator, staff recommends approval of the Edward Santos contact. Vendor is to provide caricatures for attendees at various events. Mr. Santos has provided services at past events, he has proved easy to work with and is always popular with individuals attending the events.

Mr. Joe Hoffman made a motion to approve the contract with Edward Santos. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-11 Review/Approval of the Contract with Octopus Ink

Mr. Greg Jacobs, Community Events Coordinator, staff recommends the approval of contract with Octopus Ink. Vendor is to provide roaming balloon art during the 50+Expo on May 10th. Octopus Ink provided magic at the Children Expo and is in good standing with the Department.

Mr. Hoffman made a motion to approve the contract with Octopus Ink. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-12 Review/Approval of the partnership Agreement with Bloomington Junior League Baseball Association (BJLBA) to Provide a Youth Baseball Program at Winslow and Bryan Parks

Ms. Dee Tuttle, Sports Facility/Program Manager, by combining resources from both parties, the community will be provided an affordable and effective youth baseball program. The program is designed to introduce beginner participants, as well as to provide for skill advancement. BPRD will offer the fields at an hourly basis, per the price schedule. BPRD projects a revenue of \$30,000 for the 2017 season.

Mr. Josh Holden, President BJLBA, approached the podium. It's a joy and privilege to be involved with youth baseball in Bloomington. In a typical five year period, there will be over 2000 families touched by this program. Even though the Parks Department does not run the youth program, the partnership to provide the fields is essential for the program's success. We are encouraged with by the improvements being made at Winslow Park and hope BPRD will continue to foster this relationship.

The Board inquired if the participation numbers are the same.

Ms. Dee Tuttle stated the numbers are very consistent.

Mr. Hoffman made a motion to approve the partnership agreement with Bloomington Junior League Baseball Association. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-13 Review/Approval of Partnership Agreement with the Monroe County Senior League Baseball Association (MCSLBA) to Provide a Youth Baseball Program at Winslow Sports Complex

Ms. Dee Tuttle, Sports Facility/Programs Manager, PBRD and MCSLBA wish to combine available resources to provide the Bloomington community with an affordable, effective and diverse senior youth baseball program. The program is designed to introduce beginners to the sport, as well as provide for skill advancement. BPRD will provide the fields at an hourly basis, according to the price schedule. BPRD projects a revenue of \$4,000 for the 2017 season.

Mr. Hoffman made a motion to approve the Partnership Agreement with Monroe County Senior League Baseball Association. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-14 Review/Approval of Winslow Sports Complex North Concession Agreement

Ms. Dee Tuttle, Sports Facility/Programs Manager, Bloomington Junior League Baseball Association wishes to lease the concession area of the Winslow Sports Complex. BJLBA has a history of leasing and operating this concessions, and has a good record of cooperation with BPRD. BJLBA uses profits generated from sales to offset program costs and related expenditures.

Mr. Hoffman made a motion to approve the Concession Agreement with Bloomington Junior League Baseball Association. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-15 Review of Partnership Agreement B-Line Trail Zabriskie Memorial (CZMC)

Mr. Dave Williams, Operations and Development Director, this agreement outlines a partnership which will permit CZMC to fund and oversee the construction of the Christian Zabriskie Memorial. Ongoing maintenance of the memorial is to be provided by BPRD staff: the costs of which will partially be funded by a maintenance endowment fund provide by the CZMC. The Board approved the project in 2014, but the project never moved forward. CZMC will be responsible for all construction cost, supervise all permits, approvals and insurance of the memorial contractor. CZMC has been advised of the procedures and reporting requirement regarding the disturbance of the protective

remedial soil, as well of the upfront payment of the maintenance endowment fee. The final agreement will be presented to the Board at the May 2017 Park Board Meeting. The site is located along the B-Line Trail, across from the Zabriskie residence, north of Dodd Street.

The Board requested the background of Mr. Christian Zabriskie.

Ms. Alison Zook, member of the CZMC, approached the podium. Mr. Christian Zabriskie was an upstanding member of the Bloomington community. Mr. Zabriskie passed away from a heart attack in 2012. Mr. Christian Zabriskie's father, Rick Zabriskie, was involved in the community and council for many years. Christian loved art and architecture, and was studying design when he passed away at the age of 40. The committee would like to honor him, by doing a public installation. The memorial is not inscribed to him, but is a beautiful piece of art that can be enjoyed by anyone walking down the B-Line Trail.

The Board stated this is to honor Christian Zabriskie, however his father, Rick Zabriskie was a great friend of the community and served on the Board years ago. The Board supports moving forward with this special project.

C-16 Review/Approval to Pursue Possible Property Acquisition

Mr. Dave Williams, Operations Director, the property owners of 108 W. Club House Drive (Monastery property at Lower Cascades Park), has contacted the department to determine if an interest remains in the acquisition of this property. Per Legal's advice, staff is seeking approval from the Board, to delegate Dave Williams with the authority to proceed with appraisals of the property, and an Environmental Consultant for Phase I Environmental Study. If acquired, BPRD plans to turn the property back into a green space.

Mr. Hoffman made a motion to delegate Dave Williams with the authority to move forward with seeking contracts and proposals for Appraisers, and Environmental Consultant for Phase I of an Environmental Study. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-17 Review/Approval of Service Agreement with Professional Contracting, LLC (Steve's Roofing)

Ms. Barb Dunbar, Operations Office Coordinator, staff recommends the approval of contract with Steve's Roofing. Contractor is to provide roof, guttering, soffit and metal siding work at City park properties on an as need basis.

Mr. Hoffman made a motion to approve the Service Agreement with Professional Contracting, LLC. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-18 Review/Approval of Service Contracts

Mr. John Turnbull, Sports Division Director, the City of Bloomington Financial Policy Manual, requires all public work projects to be approved in contract form by the Board of Park Commissioners. "Public Work" means any service done on City property that is paid for out of a public fund. Staff recommends the approval of service agreements with the following vendors;

Commercial Services – to provide repair, adjust, and/or replace heating, ventilation and cooling components.

Deem, LLC – to provide repair at City park properties

Gooldy & Sons, Inc. – to provide repair, adjust, and/or replace concession equipment/appliances

Indiana Door & Hardware Specialties, Inc. – to provide repair, adjust, and/or replace doors.

Keller Heating & Air Conditioning – to provide repair, adjust, and maintain heating and air conditioning units.

Koorsen Fire & Security – to provide fire and security protection.

Price Electric, Inc. – to provide repair, adjust, and/or replace lighting and electrical components.

R&S Plumbing, Inc. – to provide repair, adjust, and/or replace plumbing pipes and fixtures.

Spear Corporation – to repair, adjust, and/or replace pool pumps and pool equipment.

Steve's Welding – to provide welding repairs.

Young Plumbing & Mechanical, Inc. – to provide repair, adjust, and/or replace plumbing fixtures.

All consultants will provide service on an as need basis, have provided previous service, and are in good standings with the Department.

Mr. Hoffman made a motion to approve the Service Agreements with Sports Division (Commercial Services, Deem, LLC, Gooldy & Sons, Inc., Indiana Door & Hardware Specialties, Inc., Keller Heating & Air Conditioning, Koorsen Fire & Security, Price Electric, Inc., R&S Plumbing, Inc., Spear Corporation, Steve's Welding, and Young Plumbing & Mechanical, Inc.). Ms. Fawcett seconded the motion. Motion unanimously carried.

C-19 Review/Approval of Contract with Baker Stone Work

Mr. Daren Eads, Facility Coordinator, BPRD requires the services of a professional contractor in order to perform repair wall systems to water tight envelope at Twin Lakes Recreation Center. Three quotes were received, with Baker Stone being the most responsive and responsible. This vendor has a very good reputation with mason work and this type of building sealing.

Mr. Hoffman made a motion to approve the Contract with Baker Stone Work. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-20 Review/Approval of Contact with Sunset Hill Fence to Fence Twin Lakes Sports Park and Winslow Sports Park Maintenance Areas.

Mr. John Turnbull, Sports Division Director, BPRD wishes to fence in the ballfield maintenance areas of Twin Lakes Sports Park and Winslow Sports Park. This project is part of a general obligation bond, and will hide some unsightly maintenance areas as well as provide security to equipment and buildings. The project will provide approximately 240 feet of 8 foot high fencing around maintenance area of Twin Lakes Sports Park, and approximately 230 feet of 8 foot high fencing around maintenance area of Winslow Sports Park. Specifications were sent to five fence vendors, Sunset Hill Fence Co. quote of \$20,107 was the only bid returned. Sunset Hill's quote is well under the \$40,000 budgeted for this project. Sunset Hill Fence Co. has provided service in the past, and is in good standings with the Department.

Mr. Hoffman made a motion to approve the Contract with Sunset Hill Fence to Fence Twin Lakes Sports Park and Winslow Sports Maintenance Area. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-21 Review/Approval of Partnership Agreement with Bloomington Community Orchard

Mr. Lee Huss, Urban Forester, the purpose of this agreement is to outline a program partnership to create the Orchard as a community orchard at Winslow Woods Park that will provide fruit-growing and sharing experiences for community members, produce food to be distributed to community members and provide a venue for free educational classes. The Orchard is public-owned, volunteer-maintained fruit park. The Orchard will comprise an area approximately once acre in size located south of the Willie Streeter Community Gardens and playground in Winslow Woods Park. The 2017 partnership, includes additional land at Winslow Sports Complex for the creation of a nut tree grove. This will eliminate the need for mowing of turf grass in this area.

Mr. Stephen Hale, Operation Director of Bloomington Community Orchard, approached the podium. Mr. Hale presented - 2016 Highlights of Bloomington Orchard, 2017 Goals and ways to become involved.

2016 Highlights

Weekly Work and Learn Days
Seasonal Festivals
Youth Programming
Partner Planting & Tree Giveaways
Free Adult Educations
IU Service Learning
Monthly Potlucks
New Ivey Tech Partnership

2017 Project

Nut Grove Project at Winslow Sports Complex

Ways to get involved

Become a Partner

Plan a Service Day for Your Team

Sponsor a Tree

Join a Team or the Board.

Mr. Hail thanks the Board and the Parks Department for their support.

The Board expressed their support of the Nut Grove. The Board recommended posting special signage around the nut grove, alerting individuals with nut allergies.

Mr. Hoffman made a motion to approve the Partnership Agreement with Bloomington Community Orchard. Ms. Fawcett seconded the motion. Motion unanimously carried.

C-22 Review/Approval of Contact with Bartlett Tree Experts.

Mr. Lee Huss, Urban Forester, BPRD requires the services of a professional consultant in order to perform arboricultural maintenance to five City trees. Due to the close proximity of power lines, City Staff is unable to execute this type of work.

Mr. Hoffman made a motion to approve the Contract with Bartlett Tree Experts. Ms. Fawcett seconded the motion. Motion unanimously carried

C-23 Review/Approval of Spring 2017 Hazard Tree Removal in Bloomington Parks Contract.

Mr. Lee Huss, Urban Forester, BPRD requires the services of a professional consultant in order to remove five hazardous trees. All trees are located in Natural Areas that prohibit access by bucket trucks and must be climbed. Due to the high risk and specialty of this work, the service of experts is required.

Mr. Hoffman made a motion to approve the Contract with Mominee Tree LLC. Ms. Fawcett seconded the motion. Motion unanimously carried

C-24 Review/Approval of Partners for Fish and Wildlife Program Agreement to Plant a Five Acre Prairie at the Goat Farm

Mr. Jon Behrman, Natural Resource Laborer, BPRD would like to partner with the US Fish and Wildlife Partners for Fish and Wildlife program to establish a five acre prairie at the Goat Farm. The prairie would improve water quality, stabilize soil, sequester carbon and provide important habitat for a great number of pollinator species. The US Fish and Wildlife Partners would provide \$2,500 in funding for this project.

Mr. Hoffman made a motion to approve the Partners for Fish and Wildlife Program Agreement to Plant a Five Acre Prairie at the Goat Farm. Ms. Fawcett seconded the motion. Motion unanimously carried

D. Reports

D-1. Operations Division – No Report

D-2. Recreation Division – Farmers Market Advisory Council Annual Report

Ms. Marcia Veldman Program/Facility Coordinator, introduced Leslie Summer, Farmers Market Advisor Council Chair

Ms. Summer approached the podium and presented the Farmers Market Advisory Council Annual Report.

- The market exceeded the 2016 revenue goals, generating 117% of the budget
- Saturday Market attendance over the last four years, has remained flat without any significant growth.
- November Market increased by 125% and there was a slight increase in Tuesday Market attendance.

- Vendor attendance has significantly improved in the months of April, which indicates more farmers with more food available earlier in the season.
- Since 2013, the Market has secured funding of \$100,000 to provide an incentive of doubling Snap benefits to increase access of low income people to the healthful food at the Market
- 2016 Advisory Council led a discussion of the Innovative Farm Arrangement and created an application for the innovative arrangement.
- Three food trucks/food carts were added to the 2017 Saturday Market
- Overview of the Switchyard Park were presented to the Advisory Council and will continue to be discussed in 2017 and the years to follow.
- Topics to be discussed in 2017; Market Point System, new vendor support, increase neighborhood engagement.

The Board thanked the Farmers Market Advisory Council for their hard work and dedication.

D-3. Sports Division – No Report

D-4 Administrative Division – No Report

ADJOURNMENT

Meeting adjourned at 5:11 p.m.

Respectfully Submitted,



Kim Clapp,
Secretary Board of Park Commissioners