



Board of Park Commissioners  
Meeting Minutes

Tuesday, February 23, 2021  
4:00 p.m. – 5:30 p.m.

Zoom Meeting

**CALL TO ORDER**

The meeting was called to order by Kathleen Mills at 4:02 p.m.

**Board Present:** Kathleen Mills, Ellen Rodkey, Israel Herrera and James Whitlatch

**Staff Present:** Paula McDevitt, Becky Higgins, John Turnbull, Tim Street, Julie Ramey, Kim Clapp, Bill Ream, Hsiung Marler, Crystal Ritter, Cory Hawkins, Daren Eads, Scott Pederson, Rebecca Swift, Joanna Sparks, Erin Hatch, Ellen Roach, James Hershberger and Sydney Granlund

**A. CONSENT CALENDAR**

- A-1. Approval of Minutes – January 26, 2021 and February 18, 2021
- A-2. Approval of Claims Submitted – January 25, 2021 through February 22, 2021
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus – February Surplus

*Ellen Rodkey* made a motion to approve the consent calendar. *James Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0.

**B. OTHER BUSINESS**

**B-1 Review/Approval Partnership Agreement with Buskirk-Chumley Theater**

Sean Starowitz, Assistant Director for the Arts, Economic and Sustainable Development Department. Staff wishes to renew the Agreement with BCT Management, Inc. (BCTM) to continue to manage and operate the Buskirk-Chumley Theater (BCT). The BCTM is an Indiana non-profit corporation which has the capacity and commitment to manage the BCT as an accessible and affordable community resource. The Agreement offers and promotes entertainment services to the public.

Funding of \$55,000, will be provided in the 2020 City Council budget to assist BCTM with duties related to their operation of the Theater. The City's Consolidated TIF fund, will provide \$74,000 for building related improvement to the BCT. The Parks Operations General Fund, will provide \$15,000 for replacement eligible facility maintenance repairs. Total support for the BCT in 2021 will be \$144,000. Staff recommends approval of this partnerships with BCT Management, Inc.

**Board Comments:** *Jim Whitlock inquired* if the Buskirk-Chumley Theater was currently opened. *Sean Starowitz responded*, during COVID-19, BCT made updates to the interior, and provided online programing. *Kathleen Mills inquired*, if the section regarding firearm policy was new. *Sean Starowitz* responded, a City entity cannot restrict the carrying of firearms. Vendors have previously raised this issue, and the clause allows the vendor to restrict, if need be.

*Ellen Rodkey* made a motion to approve the partnership agreement with Buskirk-Chumley Theater Management. *James Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0

**B-2. Review/Approval of Resolution 21-02 for the 2021-2025 Master Plan**

*Paula McDevitt, Director*, staff recommends approval of Resolution 21-02 for the 2021-2025 Comprehensive Master Plan as prepared by Troyer Group, Inc. The Master Plan will be used to shape the goals and priorities of BPRD to match community interest.

**Board Comments:** *Jim Whitlatch inquired*, how the Board would be involved, and informed of the progress of the goals over the next five years. *Paula McDevitt responded*, the goals and action plans will be part of the Department's annual goals. Reporting back to the Board is a National Accreditation Standard, and staff will submit the progress of the goals at the end of each year. *Ellen Rodkey stated*, this was an important part of BPR accreditation process. *Ellen Rodkey inquired*, on the date of the next reaccreditation. *Paula McDevitt responded*, reaccreditation is due in June of 2021. Staff is currently working on the standards and documentation. Accreditation is for a five year period.

*James Whitlatch* made a motion to approve Resolution 21-02 for the 2021-2025 Comprehensive Master Plan. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0

**B-3. Review/Approval of Contract Amendment with Shepherd's Construction**

*Tim Street, Operations and Development Division Director*, in December 2020, BPRD and Shepherd's Construction entered into an agreement for the demolition and installation of new bomanite concrete in Peoples Park, as well as the resealing of the existing bomanite concrete. BPRD wishes to have a new concrete foundation installed for the sculpture at People's Park, concurrent with the existing work. Both parties mutual agree to addend the original agreement to include this additional work, and increase compensation in an amount not to exceed \$3,400. Staff recommends approval of the contract amendment with Shepherd's Construction.

*James Whitlatch* made a motion to approve contract amendment with Shepherd's Construction. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0

**B-4. Review/Approval of Contract Everywhere Signs**

*Mark Marotz, Operations Superintendent*, due to a remodeling project at Peoples Park, the "Wings of Opposing Views" sculpture needs to be relocated. BPRD requires the services of a contractor to safely move the 4,000 pound sculpture with a crane. Staff recommends approval of the contract with Everywhere Signs, in an amount not to exceed \$460. Funding for the project will be from the General Obligation Bond Series: 977-18-18016c-54510.

**Board Comments:** *Kathleen Mills inquired* if the sculpture would stay in the new location, or need to be moved to back to the original site. *Mark Marotz responded*, the sculpture would remain in the new permeant location.

*Ellen Rodkey* made a motion to approve the contract with Everywhere Signs. *James Whitlatch* seconded the motion. Vote take: motion unanimously carried 4-0.

**B-5. MOU with CBU for Waldron, Hill, and Buskirk Park**

*Item B-5 was removed from agenda.*

**B-6. Review/Approval of Contract with Skip Daley**

*Bill Ream, Community Events Coordinator*, BPRD wishes to provide the community with a fun event, known as Trivia in the Park. BPRD requires the services of a professional consultant to create and organize all questions and answers, as well as be the emcee at the 2021 events. Staff recommends approval of this contract with Skip Daley, in an amount not to exceed \$1,200. Funding source is from the Community Events Non-Reverting Fund.

*James Whitlatch* made a motion to approve the contract with Skip Daley. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0.

**B-7. Review/Approval of Alcohol Sales for Community Events at the Switchyard Park**

Bill Ream, Community Events Coordinator, BPRD wishes to offer the sale of alcohol at events taking place at Switchyard Park in 2021. Staff will contract with local vendors for the sale of alcohol. The vendors would be responsible for providing a copy of state permit prior to event, follow all state and federal guidelines, and securing a bar area for individuals 21 years of age and over. Vendors will pay the department 10% of their gross sales on each event. Staff recommends approval of the sale of alcohol at specific department community events held at Switchyard Park.

**Board Comments:** Kathleen Mills commented this has been approved in the past years. James Whitlatch inquired, who would be responsible for fencing off the location, and enforcement of sales. Bill Ream responded, BPRD is responsible for blocking off the large area, the vendor is responsible for fencing off the area designated as the bar area. James Whitlatch inquired, if we have the experience and training for the enforcement of the sales of alcohol. Becky Higgins, Recreation Division Director responded, BPRD follows all the state regulations for the sales of alcohol, and keeps events small enough to be managed well. If an outside group using a BPRD facility and wishes to sale alcohol, they are required to provide security, provide a state permit, are required to carry insurance for the event, and list BPRD on the insurance. Ellen Rodkey commented, the vendor holding the state permit, along with their bartenders, are responsible for the serving the alcohol. Israel Herrera inquired, if there were any restriction on the type of alcohol to be sold. Becky Higgins responded, out in the park, beer and wine are sold. Spirits may be offered at events within the building. Israel Herrera inquired, if the number of security staffing changed from event to event. Becky Higgins responded, it depends on the size of the event. The security is within the serving area. At these smaller events only one or two security staff are needed. This will be reevaluated for larger events.

Ellen Rodkey made a motion to approve alcohol sales for Community Events at Switchyard Park. James Whitlatch seconded the motion. Vote taken: motion unanimously carried 4-0

#### **B-8. Review/Approval of Contract with Electric Plus**

Hsiung Marler, General Manager Switchyard Park BPRD wishes to keep facilities in good working condition. BPRD requires the services of a professional contractor to provide electrical maintenance and repairs at Switchyard Park on an as need bases. Staff recommends approval of this contract with Electric Plus, Inc., in an amount not to exceed \$9,900.

**Board Comments:** Ellen Rodkey inquired, if this was the first year for the contract due to the construction being completed at SYP. Hsiung Marler responded, yes, this will be the first year of working without a warranty. Electric Plus was the subcontractor for the electric work at SYP. This will save money, as they already know the system. Paula McDevitt commented, there are services agreements throughout the department for unforeseen work. Having these in place helps address repairs/emergency situations in a timely fashion. James Whitlatch inquired, how the payment process was handled, and on the expiration of the contract. Hsiung Marler responded, this is for general service, any specific projects would go through the bidding process. Israel Herrera inquired, if this would cover vandalism. Hsiung Marler responded, this is for service and repair, and would include damage from vandalism or accidents. There would be the possibility of being reimbursed by insurance companies at a later date for accidents.

Ellen Rodkey made a motion to approve the contract with Electric Plus. James Whitlatch seconded the motion. Vote taken: motion unanimously carried 4-0

#### **B-9 Review/Approval of 2021 Performing Arts Services Agreement Template**

Crystal Ritter, Community Events Coordinator, BPRD wishes provide the community with free concerts in the parks, through the Performing Arts Series and the Peoples Park Concert Series. Staff recommends the approval of the 2021 Performance and Entertainment Agreement Template. The agreement outlines the policies and expectations of the performing artists, as well as that of the Parks and Recreation Department. Funding source is from the Community Events General Fund and Non-Reverting Fund

**Board Comments:** Ellen Rodkey inquired, if there was a cap on artist fees. Crystal Ritter responded, it depends on the series. Peoples Park series is paid at a set rate. The performing arts series has generous sponsorships to help sponsor those concerts. There is no set rate on those concerts, but many factors are taken into the consideration when setting the fees.

Ellen Rodkey made a motion to approve the 2021 Performing Arts Services Agreement Templates. James Whitlatch seconded the motion. Vote taken: motion unanimously carried 4-0

**B-10 Review/Approval of Partnership Agreement with Ryder Magazine and Film Series**

Crystal Ritter, Community Events Coordinator, BPRD wishes to provide free outdoor movies for the benefit of the general public. The purpose of the agreement, is to outline a program partnership which provides more affordable entertainment opportunities for the Bloomington community. In 2021, six films are scheduled to be shown at three different locations. Funding is through the Performing Arts Series Non-Reverting Fund

**Board Comments:** Ellen Rodkey commented, not only are they providing the licenses at a better rate, but they are also providing advertising for the events. Israel Herrera inquired, on how the selection of films was determined. Crystal Ritter responded, staff works with Ryder films on the availability and selection of approximately 8-10 films. The listing is posted on Facebook for the public to vote on what they would like to be screened. Israel Herrera inquired, on the availability of subtitles. Crystal Ritter responded, the public may request subtitles, closed captioned, as well as make other reasonable requests.

Ellen Rodkey made a motion to approve the partnership with Ryder Magazine. James Whitlatch seconded the motion. Vote taken: motion carried 3-aye 1-abstain

**B-11 Review/Approval of Grant Partnership Agreement with Area 10 Agency on Aging**

Becky Higgins, Recreation Division Director. BPRD wishes to continue the partnership with Area 10 Agency on Aging. This agreement is to outline a program to provide recreations services for senior citizens at the Endwright East Active Living Community Center. The goal of Endwright East is to provide supportive community space for older adults with quality programming and social engagement. Staff recommends approval of this partnership. Funding for operations will be provided through Parks Administration General Fund, in the amount not to exceed \$20,000.

Ellen Rodkey made a motion to approve the partnership with Area 10 Agency on Aging for Endwright East Active Living Community Center. James Whitlatch seconded the motion. Vote taken: motion unanimously carried 4-0

**B-12 Review/Approval of Partnership Agreement with El Mercado**

Cory Hawkins, Program Specialist. BPRD wishes to make resources available to underserved communities, and help create an inclusive Bloomington. This agreement, is to outline a partnership to provide the community with a monthly Market event at Banneker Community Center, and provide volunteers to assist with Banneker's youth programs. El Mercado seeks to build a culture based on mutual aid, and environmental sustainability through education and community building events. Staff recommends approval of this partnership with El Mercado.

**Board Comments:** Kathleen Mills inquired, on the type of items that would be available at the Market. Cory Hawkins responded, there will be a wide variety. It is mainly new entrepreneurs with a new business, which do not have the capital for a brick and mortar shop, or can afford to go to a larger venue. It will range from food, crafts, supplies, skills and knowledge. James Whitlatch requested, additional information on El Mercado. Cory Hawkins responded, it is an organization new to Bloomington. The El Mercado Cooperative speaks a lot to the Banneker Community Center mission. Their mission is plainly, a community effort to create a more inclusive Bloomington, and to make resources available to underserved communities. Their focus this year is small business development, and sustainability within that community. James Whitlatch inquired, if they were a local organization. Cory Hawkins responded, there are other branches in other locations. This is the Bloomington Chapter. Israel Herrera responded, he has previously worked with this organization and supports this partnership.

Ellen Rodkey made a motion to approve the partnership with El Mercado. James Whitlatch seconded the motion. Vote taken: motion unanimously carried 4-0

**B-13 Review/Approval of Amendment with Oracle Elevator at TLRC**

Daren Eads, Facility Coordinator, in December 2020, the Board approved a service agreement with Oracle Elevator to provide emergency and/or standard repairs and/or services as the need arise, to the elevator at Twin Lakes Recreation Centers. Oracle Elevator has requested changes be made to the services agreement, to include change in Article 11: Indemnification and Article 12: Insurance. City of Bloomington Legal Department has reviewed and approved the requested changes. Staff recommends approval of the amendment with Oracle Elevator Holdco, Inc.

*Ellen Rodkey* made a motion to approve the amendment with Oracle Elevator. *James Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0

**B-14 Review/Approval of Partnership Addendum with Catalent Indiana**

*John Turnbull, Sports Division Director*, in December 2020, the Department entered into an agreement with Catalent Indiana, granting them use of Twin Lakes Softball Parking lot. The original agreement was scheduled to expire March 15, 2021. Both parties wish to extend the agreement to August 15, 2021, and addend the agreement to specify the use of no greater than 100 parking spaces between 5pm-11pm, Monday-Friday and no use on Saturdays and Sundays. Staff recommends approval of this addendum with Catalent Indiana.

*James Whitlatch* made a motion to approve the addendum with Catalent Indiana. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0

**B-15 Review/Approval of Contract with GreenScapers Professional Turf and Tree Care**

*Scott Pedersen, Program Specialist*, BPRD wishes to maintain sports fields in optimal condition. Due to high use, the turf and Olcott Park requires repair work. BPRD requires the services of a professional consultant to provide soil testing, core aeration, slit seeding, fertilization and weed control at this location. Staff recommends approval of this contract with GreenScapers Professional Turf and Tree Care, in an amount not to exceed \$4,119. Funding for this project is from Youth Sports General Fund.

**Board Comments:** *Kathleen Mills inquired*, if the vendor had previously provided service to BPRD. *Scott Pedersen responded*, the vendor has not been used by BPRD, but has provided services to other local businesses and organizations. The vendor has a good reputation. *Israel Herrera requested*, additional information on core aeration. *Scott Pedersen responded* core aeration removes cores of soil, providing channels for oxygen, water and nutrients to penetrate the soil. Creating a healthier and stronger turf.

*Ellen Rodkey* made a motion to approve the contract with GreenScapers. *James Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0

**B-16 Review/Approval of Partnership Agreement with Monroe County Historical Museum**

*Rebecca Swift, Program Specialist* BPRD would like to loan nine historic artifact discovered at Leonard Spring Nature Park, to the Monroe County History Center for safekeeping. This agreement outlines a service partnership for the curation of the artifacts. BPRD wishes for the artifacts to be cataloged, stored for further research, and for use as educational resources. Staff recommends approval of this partnership agreement with Monroe County History Center.

**Board Comments:** *Ellen Rodkey inquired*, if the located foundations would be marked in anyway. *Rebecca Swift responded*, one foundation is near a current trail, staff is considering the possibility of placing markers at this location.

*Ellen Rodkey* made a motion to approve the partnership agreement with Monroe County Historical Museum. *James Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0

**B-17 Review/Approval of Contract with Purcell Monuments**

*Joanna Sparks, City Landscaper*, BPRD wishes to keep cemeteries in well maintained condition. Due to age and earth settling, headstones at Rose Hill and White Oak Cemeteries are in need of repair. The Department requires the services of a professional consultant to perform headstone, family pen, and/or monument repairs. Staff recommends approval of this contract with Ronnie G. Pursell, in an amount not to exceed \$4,500. Funding is through the Cemeteries General Fund.

**Board Comments:** *Israel Herrera inquired*, what classified a repair as “complicated”. *Joanna Sparks responded*, the older a stone, the more fragile it becomes. Some of the stones in the original cemetery are over 200 years old. The repairs, requires someone who is experienced in handling stone in this condition. *Israel Herrera inquired*, on the type of vandalism that occurs in the cemeteries, and if it had increased over the last year. *Joanna Sparks responded*, monuments can be knocked off their foundation. There has been minimal vandalism. Most required repairs are due to weather, and occasional mowing accidents.

*Ellen Rodkey* made a motion to approve the contact with Purcell Monuments. *James Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0

**B-18 Review/Approval of Contract with Green Dragon Lawncare Primary Locations**

*Joanna Sparks, City Landscaper*, the Department wishes to provide well maintained parks and facilities for the community to enjoy. The Department requires the services of a professional consultant to provide mowing and trimming services at 20 locations throughout the 2021 season. Staff recommends the approval of the contract with Green Dragon Lawn Care, in an amount not to exceed \$82,030. Funding is through Operations General Fund.

**Board Comments:** *Kathleen Mills commented*, it is financially beneficial to outsource this work. *Joanna Sparks responded*, equipment maintenance is a huge expense. Vendor staff schedule allows for greater flexibility in mowing hours. *Israel Herrera inquired*, on the service at Ferguson Dog Park. *Joanna Sparks responded*, this occurs on the same day of the week, and a schedule is posted for the public.

*Ellen Rodkey* made a motion to approve the contact with Green Dragon Lawncare primary locations. *James Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0

**B-19 Review/Approval of Contract with Green Dragon Lawncare Secondary Locations**

*Joanna Sparks, City Landscaper* BPRD requires the services of a professional consultant to provide mowing and trimming services at 16 alternate locations throughout the 2021 season. Staff recommends the approval of contract with Green Dragon Lawn Care, in an amount not to exceed \$34,970. Funding is through Operations General Fund.

*Ellen Rodkey* made a motion to approve the contact with Green Dragon Lawncare for secondary locations. *James Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0

**B-20 Review/Approval of Contract with J.R. Ellington Tree Expert, Co.**

*Erin Hatch, Urban Forester*, as part of the Cascades Trail Phase 5 and Streambank Stabilization project, BPRD requires the services of a professional consultant for the removal of 23 trees in Lower Cascades Park. Staff recommends approval of this contract with J.R. Ellington, in an amount not to exceed \$17,400.

*Ellen Rodkey* made a motion to approve the contact with J. R. Ellington Tree Expert, Co. *James Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0

**B-21 Review/Approval of Contract with Bluestone Trees**

*Erin Hatch, Urban Forester*, BDRD wishes to keep City trees in a safe condition. BPRD requires the services of a professional consultant for the removal and pruning of City trees on an as need basis. Allowing staff members to quickly address potentially hazardous tree situation. Staff recommends approval of this contract with Bluestone Trees, in an amount not to exceed \$20,000.

*Ellen Rodkey* made a motion to approve the service agreement with Bluestone Trees. *James Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0

**B-22 Review/Approval of Contract with Designscape Horticultural Services, Inc.**

*Erin Hatch, Urban Forester*, to avoid future light infrastructure conflicts, BPRD wishes to relocate a tree at Peoples Park. BPRD requires the services of a professional consultant to transplant a young ginkgo tree to a new location. Staff recommends approval of this contract with Designscape Horticultural Services, Inc., in an amount not to exceed \$811.64.

*Ellen Rodkey* made a motion to approve the contact with Designscape Horticultural Services, Inc. *James Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0

**B-23 Election of Board of Park Commissioner Secretary**

*Ellen Rodkey* nominated Kim Clapp as the Secretary to the Board of Park Commissioners. *James Whitlatch* seconded the nomination. The nomination was unanimously carried

**C Reports**

- C-1 Operations Division – None
- C-2 Recreation Division – None
- C-3 Sports Division – None
- C-4 Administration Division – None

**D. PUBLIC HEARINGS/APPEARANCES**

- D-1. Bravo Award – None**
- D-2 Spotlight Award – None**
- D-3 Staff Introductions**

*Ellen Roach, Community Event Intern*, is a junior at Indiana University studying Tourism, Hospitality, Event Management and a double minor in Media and Creative Advertising and Human Resource Management. She is excited to apply her knowledge from the classroom, first hand in such a progressive environment. Ellen realized there are unlimited career possibilities for her, and she wants to explore other options in her field of study. She is thankful for this opportunity, and is eager to grow personally and professionally during her time with BPRD.

*James Hershberger, Sports Intern* is a senior at Indiana University with a bachelor’s degree in Recreational Sport Management through IU’s School of Public Health. James has previously worked for BPRD at Benjamin Banneker Community Center. He is interested in youth sports and looks forward to leaning about more careers within recreation, and to new aspects of recreation and management.

*Sydney Granlund, Natural Resources Intern*, is an undergraduate student at Indiana University, where she is studying Environmental Management and Law and Public Policy at the O’Neill School of Public and Environmental Affairs. Sydney previously held intern positions at Hilltop Garden and with Notre Dame’s Center for Civic Innovations. She is passionate about sustainability and community development, as well as government’s role in furthering both of those concepts. She appreciates the opportunity to acquire new skills working for the community.

**D-4 Public Comment Period – none.**

*Paula McDevitt, Director commented*, BPRD has many projects and events that are being launched. There is an excellent group of interns coming on board for the summer. City Council will be proposing Ordinance 21:06 to add chapter 2.87 Protection for people experiencing homelessness. Interested individuals were encouraged to join the meetings via CATS. The next Park Board meeting is March 23, 2021 at 4:00 p.m. Paula welcomed James Whitlatch to the Board.

**ADJOURNMENT**

Meeting adjourned at 5:41p.m.

Respectfully Submitted,



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Kim Clapp  
Secretary Board of Park Commissioners