



A-1
02-21-2017

Board of Park Commissioners
Regular Meeting
Minutes

Tuesday, January 24, 2017
4:00 – 5:30 p.m.

Council Chambers
401 N. Morton

CALL TO ORDER

The meeting was called to order by Mr. Les Coyne at 4:00 p.m.

Board Present: Les Coyne, Kathleen Mills, Joe Hoffman, and Darcie Fawcett

Staff Present: Paula McDevitt, Dave Williams, John Turnbull, Becky Higgins, Kim Clapp, Nikki McEachern, Leslie Brinson, Elizabeth Tompkins, Steve Cotter, Ellen Campbell, Alison Miller, Joanna Sparks, Bill Ream, Julie Ramey, Hsiung Marler, Lysie Haag, Greg Jacobs and Chelsea Burris

A. CONSENT CALENDAR

- A-1. Approval of Minutes of December 13, 2017 Meeting
- A-2. Approval of Claims Submitted December 13, 2016 thru January 27, 2017
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Surplus Property

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

B. PUBLIC HEARINGS/APPEARANCES

B-1. Public Comment Period - None

B-2. Bravo Award – None

B-3. Parks Partner Award – None

B-4. Staff Introduction

Ms. Becky Higgins, Recreation Services Division Director, stated for the past 19 years she held the role of Community Events Manager with BPRD. Recently she was offered the position of Recreation Services Division Director and has officially accepted. Ms. Higgins brings over 35 years of experience in recreation program development. She has earned both, undergraduate and graduate degrees from Indiana University's School of Public Health with concentrations in outdoor education and park administration consecutively.

The Board congratulated Ms. Higgins and thanked her for her years of service with BPRD.

Mr. Ethan Philbeck, Customer Service Representative, stated for the past five months, he has been working as a Seasonal Part-Time Customer Service Representative with BPRD. Recently, he was given the opportunity to assist in an administrative role with development projects. Mr. Philbeck is a lifelong Bloomington resident, and previously worked with Cardinal Stage Company as a Production/Stage Manager as well as acting onstage. Mr. Philbeck is grateful for the opportunity to work with BPRD.

Ms. Giorgi Momback, Community Events Intern, stated she was born and raised in South Florida and has always had a passion and interest in the hospitality industry. Ms. Momback is currently a senior at I.U. majoring in Tourism, Hospitality, and Event Management in the School for Public Health. Upon graduation in May, she hopes to work in the event planning/hospitality industry. Ms. Momback is extremely grateful for this internship opportunity and is excited to learn more about BPRD as well as the community events industry as a whole.

Ms. Sammi Davila, Health and Wellness Intern, Ms. Davila stated she was born and raised in Bloomington, and will graduate from I.U. in May, where she was introduced to Public Health. Ms. Davila is completing her degree in a Bachelor of Science in Community Health and minoring in Psychology and Global Health Promotion. After learning about Public Health, she became passionate about helping people avoid health issues and diseases that her family members experienced. She is passionate about employee wellness, and feels it is a beneficial target area for intervening and promoting health education. Her goal is to work within the community and within companies to educate people about healthy lifestyles. Ms. Davila is excited for this opportunity with BPRD and looks forward to gaining knowledge and experience.

C. OTHER BUSINESS

C-1. Review/Approval of Resolution 17-01 to Appropriate the Parks Non-Reverting Fund

Ms. Paula McDevitt, Director, requested the sum totaling \$2,045,737 be appropriated and ordered set apart from the fund for expenditures for the Fiscal Year January 1 to December 31, 2017.

Ms. Mills made a motion to approve the Resolution 17-01 to appropriate the Parks Non-Reverting Fund. Mr. Hoffman seconded the motion. The motion was unanimously carried.

C-2 Review/Approval of Softball Supply Oder

Mr. Hsiung Marler, Sports Facility Manager, the department is seeking approval for the purchase of 250 dozen softball that will be used during in 2016 season. BPRD will offer adult slow pitch and youth fast pitch softball leagues that are USA Softball Sanctioned. The Department will host six USA Softball sanctioned events including the ASA 10U-B/12U-A Girls Fastpitch Northern Nationals. Out of three bids, USA Softball Association had the lowest bid of \$11,072.00.

Ms. Mills made a motion to approve the Approval of Softball Supply Order. Mr. Hoffman seconded the motion. The motion was unanimously carried.

C-3. Review/Approval of Artificial Ice Events Snowzilla Slide Contract

Mr. Bill Ream, Community Events Coordinator, BPRD will be hosting a new event, WinterFest, on February 12, 2017. One of the main attractions will be Snowzilla, a 30 foot tall and 90 foot long inflatable slide. This event, celebrating winter, will be held at Bloomington High School South in the parking lot adjacent to Frank Southern Ice Arena. Admission to the event is \$7.00 per person or \$25.00 per family. All activities at the event, with the exception of food purchase, are included in the price of admission.

The Board inquired on the liability of the slide.

Mr. Ream stated the contract was reviewed and approved by the City's legal department. The staff will take all necessary safety precautions.

Ms. Mills made a motion to approve the Approval Artificial Ice Events Snowzilla Slide Contract. Mr. Hoffman seconded the motion. The motion was unanimously carried.

C-4. Review/Approval of Concessions Agreement for WinterFest

Mr. Ream, Community Events Coordinator, in order provide an overall experience at the new WinterFest event, food vendors will be onsite. Giving those attending, the opportunity to purchase hot drinks and snacks during the event.

Ms. Mills made a motion to approve the Approval of Concessions Agreement for WinterFest. Mr. Hoffman seconded the motion. The motion was unanimously carried.

C-5. Review/Approval of Amended Consultant Contract Switchyard Park Design and Construction Inspection

Mr. Dave Williams, Operations Director, this Addendum amends the Agreement for Consulting Services between BPRD and Rundell Ernstberger Associates, LLC for comprehensive construction design of the Switchyard Park property that was entered into on July 21, 2015.

The initial projected construction cost of \$23,000,000, was for the base project. Discussion with the Administration has been ongoing regarding an expansion of the project scope and funding, with the intent to construct all facilities, identified in the 2012 Switchyard Park Master Plan, as well as additional project features, in one consolidated construction project, at a cost of \$28,800.00. The additional scope of services, will add \$601,354 to the consulting fees. Full time construction inspections is included, as well as project design and permitting. Construction inspection is a very costly portion of a project, and there is a great need to have one person serve as construction manager.

Due to these changes as well as the City Utilities department sewer line construction project, the design and construction schedule has been extended. The section of the City Utilities project, passing through the Switchyard Park, is anticipated to be completed in late 2017. Providing the opportunity to begin construction of Switchyard Park in May of 2018. The construction timeline is expected to take approximately 21 months and usable in the late fall of 2019. Landscaping and tree planting will continue into 2020.

Ms. Mills made a motion to approve the Approval of Amended Consultant Contract Switchyard Park Design and Construction Inspection. Mr. Hoffman seconded the motion. The motion was unanimously carried.

The Board recognized and thanked the Redevelopment Commission for their time and effort put into this project.

C-6 Review/Approval of Farm Vendor Contract

Ms. Marcia Veldman, Program Coordinator, the Farmers' Market includes three types of vendors, farm vendors, arts and crafts and prepared food vendors. The majority of the vendors are farm vendors. To assist with selecting vendors that will be in the best interest of the Market, the public and the City, vendors must submit an application, and a signed contract. Farm vendors selected and approved to sell at Market must reside in Indiana and are expected to be consistently involved with and participate substantially in the production of goods permitted for sale at the Market. The FM is entering its 43rd season, has stayed true to its mission of providing a place for people to come together to buy local produce, thereby supporting small farmers and gardeners, securing a local food source and enriching the community. FM continues to be a good place for new farmers to get started with selling at a market.

The Board thanked Ms. Veldman and the staff for all their dedication to the Farmers' Market.

Ms. Mills made a motion to approve the Farm Vendor Contract. Mr. Hoffman seconded the motion. The motion was unanimously carried.

C-7 Review Approval of Center for Sustainability Rental Agreement for 245 W. Grimes Lane.

Mr. Steve Cotter, Natural Resources Manager, the Center for Sustainable Living (CSL) is a not-for-profit organization that provides information, services, projects and networking opportunities to those interested in exploring ecologically sustainable ways of thinking, living and interacting in our community. CSL is requesting an extension to their lease for the CSX Building at 245 W. Grimes Lanes. The timeline for the Switchyard Park construction will allow continue use of the building for the remainder of 2017. CSL is in good standing and have been a good tenant. There is a clause in the lease agreement that allows either party to terminate the lease with a 30 days' notice. Monthly rate will remain at \$250.00.

Ms. Mills made a motion to approve the Approval of Center for Sustainability Rental Agreement for 245 W. Grimes Lane. Mr. Hoffman seconded the motion. The motion was unanimously carried.

C-8 Review/Approval of Partnership Agreement with Food Truck Agreement and Request for Proposal

Ms. Veldman, Program Coordinator, staff is seeking proposals from interested individuals, organizations, or businesses in operating a Food Truck/Push Cart Vending Stall at the FM during the 2017 Market season. Up to three Food Truck/Push Cart vendors will be selected. Vendors will be required to follow a similar selection process as that of Food Vendors. Contracts will include a reporting requirement, in August of 2017, contracted vendors must notify staff of what farms they are buying from and what products they are buying locally. Deadline for RFP submissions is February 1, 2017. All RFP's received, will be reviewed by staff.

Ms. Mills made a motion to approve the Approval of Partnership Agreement with Food Truck Agreement and Request for Proposals. Mr. Hoffman seconded the motion. The motion was unanimously carried.

C-9 Election of Officers

Ms. Mills nominated Mr. Les Coyne as President of the Board of Park Commissioners. Mr. Hoffman second the nomination. The nomination was unanimously carried.

Mr. Hoffman nominated Ms. Kathleen Mills as Vice President of the Board of Park Commissioners. Ms. Fawcett second the nomination. The nomination was unanimously carried.

Ms. Mills nominated Mr. Joe Hoffman as Board of Park Commissioners representative to the Plan Commission. Ms. Fawcett second the nomination. The nomination was unanimously carried.

Mr. Hoffman nominated Mr. Less Coyne as Board of Park Commissioners first alternate representative to the Plan Commission. Ms. Fawcett second the nomination. The nomination was unanimously carried.

Mr. Hoffman nominated Ms. Kathleen Mills as Board of Park Commissioners second alternate representative to the Plan Commission. Ms. Fawcett second the nomination. The nomination was unanimously carried.

Ms. Mills nominated Ms. Kim Clapp as the secretary to the Board of Park Commissioners. Mr. Hoffman second the nomination. The nomination was unanimously carried

D. Reports

D-1. Operations Division – No Report

D-2. Recreation Division – No Report

D-3. Sports Division – No Report

D-4 Administrative Division – No Report

ADJOURNMENT

Meeting adjourned at 4:38 p.m.

Respectfully Submitted,



Kim Clapp,
Secretary Board of Park Commissioners