



**A-1**  
**04-25-2017**

Board of Park Commissioners  
Regular Meeting  
Minutes

Tuesday, March 28, 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, Darcie Fawcett

**Staff Present:** Paula McDevitt, Becky Higgins, Dave Williams, John Turnbull, Kim Clapp, Nikki McEachern, Leslie Brinson, Elizabeth Tompkins, Ellen Campbell, Bill Ream, Julie Ramey, Marcia Veldman, Greg Jacobs, Joanna Sparks, Barb Dunbar, Lee Huss, Robin Kitowski, and Chelsea Burris

**A. CONSENT CALENDAR**

- A-1. Approval of Minutes of February 21, 2017 Meeting
- A-2. Approval of Claims Submitted February 20, 2017 thru March 27, 2017
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report

Ms. Kathleen Mills 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 - None**

**B-2. Bravo Award – Libby Gwynn**

Ms. Nikki McEarchen, Community Relation Coordinator, BPRD would like to present the March Bravo Award to Libby Gwynn for her service as a volunteer for the Bloomington Community Farmers' Market. Ms. Gwynn has been a customer of the Market for many years, which has made her an excellent fit for the info booth. Ms. Gwynn has also been an Adopt-A-Trail volunteer, and has given approximately 150 hours of service to the Department. BPRD appreciates her commitment and involvement with the Bloomington Community Farmers' Market.

Ms. Libby Gwynn approached the podium and stated Bloomington is a great city, and it is a pleasure to assist at the Farmers' Market.

The Board thanked Ms. Libby Gwynn for the volunteer hours she has provided to BPRD.

**B-3. Parks Partner Award – None**

**B-4. Staff Introduction**

**C. OTHER BUSINESS**

**C-1. Review/Approval of Service Agreement with Ronnie G. Pursell**

Ms. Joanna Sparks, City Landscaper, due to the earth settling and age, many of the older headstones at Rose Hill and

White Oak Cemeteries are in need of repair. Mr. Ronnie G. Pursell has decades of experience, and has been performing quality work for the BPRD for many years. The Department has set aside Two Thousand Four Hundred and Ninety Nine Dollars for the repairs.

Ms. Kathleen Mills made a motion to approve the Service Agreement with Ronnie G. Pursell for the repair of headstones at Rose Hill and White Oak Cemeteries. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

#### **C-2 Review/Approval of Contract Addendum Mowing Services.**

Ms. Joanna Sparks, City Landscaper, over the past few years BPRD has contracted Green Dragon Lawn Care to provide mowing services. The Department has been satisfied with Green Dragon's services and recommends the contract be continued through 2017. Through staffing, equipment, material and time this contract provides a savings for the department. Minor changes include an updated mowing location list, duration of contract and confirmation of no price change.

Ms. Kathleen Mills made a motion to approve the Contract Addendum Mowing Services with Green Dragon Lawn Care. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

#### **C-3. Review/Approval of Amended Encroachment Agreement B-Line Trail – Elmore Orrego LLC Property (“The foundry at 304” Project)**

Mr. Dave Williams, Operations Director, due to recent design changes to The Foundry at 304 project, the developer's representative has requested changes to the 2015 original encroachment agreement to the B-Line Trail. The requested changes include the following; removal of the redundant paver walkway against the building, increased landscaping planting areas, widening of the stairway entrance from the B-Line Trail to 11” and addition of an accessible ramped entrance from the B-Line Trail. These are favorable changes due to less hard scape and less construction from that of the original plan.

Ms. Kathleen Mills made a motion to approve the Amended Encroachment Agreement B-Line Trail – Elmore Orrego LLC Property (“The Foundry at 304”) Project. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

#### **C-4. Review/Approval of R31ust for Property Donation Monroe County Fullerton Pike Project**

This item was removed from tonight's agenda

#### **C-5. Review/Approval of Property Donation Habitat for Humanity**

Mr. Dave Williams, Operations Director, Habitat for Humanity is developing a residential neighborhood on former railroad property located between the B-Line Trail and Rev. Butler Park. A requirement of this project was to construct a pathway connection from the B-Line Trail to Rev. Butler Park, which was completed in 2016. Habitat for Humanity would like to donate the small parcel containing the trail to the Department. This provides a safe connection between the two sites and the Department would be happy to accept this donation.

Ms. Kathleen Mills made a motion to approve the Property Donation Habitat for Humanity connecting B-Line Trail to the Rev. Butler Park. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

#### **C-6 Review/Approval of Consultant Contract Interpretive Ideas**

Mr. Dave Williams, Director of Operations, the Department would like to include interpretive signage at the Switchyard Park to inform park visitors of Bloomington's manufacturing and railroad history, as well as other topics. This plan was not included in the Switchyard Park construction project bid. This project would require professional consulting services to perform sign content research, develop sign design, editing, create bid documents, and meet with the Department and project contractor regarding sign installations. The design fee for eleven signs would cost \$10,109.40. Staff is requesting approval of contract with Interpretive Ideas for this project. Interpretive Ideas has provided services in the past and is in good standings with the Department.

Ms. Kathleen Mills made a motion to approve the Consultant Contract with Interpretive Ideas for Switchyard Park Interpretive Signs. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

#### **C-7 Review Approval of Resolution 2017-03 Surplus Wood Disposal**

Mr. Lee Huss, Urban Forester, due to the arrival of the Emerald Ash Borer, the BPRD has removed numerous unhealthy and dangerous trees. This wood has exceeded the capacity of the City Nursery at the Ferguson Dog Park. This wood is not usable by the Department and has been declared surplus. The wood is considered worthless, as the value is less than the estimated cost of organizing the sale of the wood. Staff recommends the approval of Resolution 2017-03, allowing any individual(s) requesting to remove the surplus wood from the Dog Park, be permitted to do so at his/her own expense upon signing the Waiver of Liability – Surplus Wood.

Ms. Kathleen Mills made a motion to approve Resolution 2017-03 Surplus Wood Disposal. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

#### **C-8 Review/Approval of Service Contracts – Operation Division**

Ms. Paula McDevitt, Administrator, per the City of Bloomington Financial Policies 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. These services contracts are in place to manage emergency or standard repairs and/or service.

Ms. Barb Dunbar, Operations Office Coordinator, staff recommends approval of service agreement with Cassady Electric, the contractor will repair, adjust, and/or replace lighting and electrical components on an as needed basis.

Ms. Kathleen Mills made a motion to approve the Service Agreement with Cassady Electric. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

Ms. Dunbar, staff recommends the approval of service agreement with J&S Locksmith Shop, Inc. Contractor will provide repair, adjust and/or replace door locks on an as needed basis.

Ms. Kathleen Mills made a motion to approve the Service Agreement with J&S Locksmith Shop, Inc. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

Ms. Dunbar, staff recommends the approval of service agreement with Bruce’s Welding. Contractor will perform welding repairs to equipment on an as needed basis.

Ms. Kathleen Mills made a motion to approve the Service Agreement with Bruce’s Welding. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

Ms. Dunbar staff recommends approval of service agreement with Big Dipper Building Services, LLC (Overhead Door). Contractor will repair, adjust, and/or replace overhead/garage doors on an as needed basis.

Ms. Kathleen Mills made a motion to approve the Service Agreement with Big Dipper Building Services, LLD (Overhead Door). Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

#### **C-9 Review/Approval of the Partnership Agreement with Monroe County Civic Theater, INC.**

Mr. Greg Jacobs, Community Events Coordinator, the purpose of this agreement is to outline a program partnership which will provide for greater services in theater programming and production by combining available resources from each partner. BPRC provides promotions and location, and MCCT is responsible for the production of the plays. This agreement has been in place for twenty years, and offers free theater performances to the general public. Four performances of “As You Like It” will be offered from June 1<sup>st</sup> through June 4<sup>th</sup>.

Ms. Kathleen Mills made a motion to approve the Partnership Agreement with Monroe County Civic Theater, INC. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

#### **C-10 Review/Approval of the Partnership Agreement with the Ryder Film Series**

This item was removed from tonight’s agenda

#### **C-11 Review/Approval of the PAS Performance Artist Agreement**

Mr. Greg Jacobs, Community Events Coordinator, the Performing Arts Series and Concerts in the Park offers the

Bloomington Community, numerous opportunities to experience local talent at free outdoor venues throughout the city. This agreement is a contract between the PBRD and the musician. There have been no significant changes made to the agreement.

Ms. Kathleen Mills made a motion to approve the PAS Performance Artist Agreement. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

#### **C-12 Review/Approval of the Southern Indiana SCUBA (SIS) Agreement**

Ms. Chelsea Price, Aquatic/Program Coordinator, the purpose of the agreement is to outline a program partnership which provide for scuba diving opportunities for the Bloomington community by combining available resources from each party. BPRD provides location, pool supervisor, and promotion of programs. SIS will provide scuba instructors, the programs and pay BPRD \$500, to be used towards a Bryan Park Pool movie.

Ms. Kathleen Mills made a motion to approve the Southern Indiana SCUBA Agreement. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

#### **C-13 Review/Approval of Agreement with Monroe County United Ministries (MCUM)**

Ms. Chelsea Price, Aquatic/Program Coordinator, the purpose of this agreement is allow MCUM limited use of Mills Swimming Pool at a discounted rate, for MCUM's morning pre-school childcare program. The minor changes to this agreement are; changes in dates and a slight increase in price. The price increase is to help meet lifeguard wages.

Ms. Kathleen Mills made a motion to approve the Agreement with Monroe County United Ministries. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

#### **C-14 Review/Approval of Agreement with Middle Way House**

Ms. Chelsea Price, Aquatic/Program Coordinator, Middle Way House provides a safe shelter for women and children fleeing violence in the home. The purpose of this agreement is for limited use of Mills Pool at a discounted rate, for Middle Way House, Youth Empowerment Services (YES) program. To help meet lifeguard wages, there was a slight increase in price.

Ms. Kathleen Mills made a motion to approve the Agreement with Middle Way House for use of Mills Pool for the Youth Empowerment Services. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

#### **C-15 Review/Approval of Contract with Cripe Architects for Renovations to Frank Southern Ice Arena Locker Room Restroom and Twin Lakes Recreation Center Locker Rooms.**

Mr. John Turnbull, Sports Division Director, these two Park Bond Projects have been bundled into one contract, for a professional consultant to perform architecture and engineering services. The architect will producing drawings for the renovation of Frank Southern Ice Arena locker room and Twin Lakes Recreation Center locker rooms. After interviews with several architects/engineers, it was determined Paul I. Cripe, Inc. would be the best firm for this project, at a cost of \$20,500.

Ms. Kathleen Mills made a motion to approve the Contract with Crip Architects for Architectural Design Services for Renovations to Frank Southern Ice Arena Locker Room Restroom and Twin Lakes Recreation Center Locker Rooms. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

#### **C-16 Review/Approval of Contract with Tabor/Bruce Architecture & Design for Cascades Golf Course Clubhouse Architecture and Engineering Services.**

Mr. John Turnbull, Sports Division Director, this contract is for a professional consultant to perform architecture and engineering services for the renovation of Cascades Golf Course Clubhouse. After interviews were conducted with several architects/engineers, it was determined Tabor/Bruce would be the best firm for this project. Tabor/Bruce will provide drawings and specifications at a cost not to exceed \$85,000. Tabor/Bruce have provide quality service in the past and is in good standings with the Department.

Ms. Kathleen Mills made a motion to approve the Contract with Tabor/Bruce Architect for Renovations to Cascades Golf Course Clubhouse. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

### **C-17 Review/Approval of Contract with Toadvine Enterprises for Bleachers at Frank Southern Ice Arena**

Mr. John Turnbull, Sports Division Director, this contract is for a professional consultant to perform bleacher installation at Frank Southern Ice Arena. Quotes were sought from the three supplies who offer telescopic type bleachers. Two similar quotes were returned. Staff determined Toadvine Enterprises, who submitted a quote of \$31,337, would be the most responsible and responsive. The project will be done over the summer months and ready for opening in fall of 2017.

Ms. Kathleen Mills made a motion to approve the Contract with Toadvine Enterprises. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

### **C-18 Review/Approval of Amendment to Lease Agreement with Cyclops Studios, LLC**

Ms. Paula McDevitt, Administrator, on September 9, 2015, Cyclops Studios entered into a lease Agreement for Occupancy of Real Estate for buildings 2 & 3, located at 1609 S. Rogers Street, for a fee of \$1,200 per month. Review of payment history revealed arrearage of \$9,888. This Amendment allows Licensee, Adam Nahas owner of Cyclops Studios to bring the lease payments up to date with a three month payment plan. All terms of the original Agreement remain in full force and effect. Licensee shall continue paying the monthly payment for use in addition to the arrearage payments.

Ms. Kathleen Mills made a motion to approve the Amendment to Lease Agreement with Cyclops Studios, LLC. Ms. Darcie Fawcett seconded the motion. Motion unanimously carried.

### **C-19 Review/Approval of Contract with Mother Nature Landscaping for Indiana Department of Natural Resources Tree Planting**

Mr. Lee Huss, Urban Forester, the Department requires the services of a professional contractor in order to perform the planting of fifty five (55) trees in the public right-of-way. This contract will complete the 2016 Indiana Department of Natural Resource tree planting grant. The grant funds, replacement trees for the loss of Ash trees due to the Emerald Ash Borer.

Lee Huss shared the following information; the department will host a booth at Saturday's Monroe County Master Gardeners Garden Show. The Tree Care Manual has been updated and is available. The annual tree planting, with IU SPEA students is scheduled in April. Arbor Day celebration will be held on April 28<sup>th</sup> at the Banneker Center. Staff will be working with Elm Heights Neighborhood Association, the neighborhood received a grant to plant 20 street trees in their area. Staff is working on a project with the Orchard for a nut grove.

### **D. Reports**

D-1. Operations Division – No Report

D-2. Recreation Division – Community Events

Mr. Bill Ream, Community Events Coordinator, presented 2017 Community Events Update.

- Winter Festival – New winter themed event, held in February with 150 in attendance
- Seusspicious Behavior – Live performances throughout the event, held in March at the library with 500+ attending.
- Spring Fling – New event celebrating spring, held in March at Twin Lakes Recreation Center with 150 attendees
- Expo (2) – Children's Expo and 50+ Expo
- Farmers Market – Runs from April through November
- Community Gardens/Plant a Row – 214 plots for rent/provided 376,000+ pounds of food since 2002
- Nature Sounds (4) – Programs combine nature and music
- Dog Events (3) – Yappy Hours, Drool in the Pool and Yappy Howl o-ween
- Summer Sampler – Provides community event information
- Performing Arts Series (26) – Free outdoor performances in venues throughout the City.
- A Fair of the Arts (6) – Local and regional artist display, demonstrate and sell well-crafted objects
- Movies in the Park (6) – Movies are shown in the parks on a 16' x9' screen

- Touch a Truck – Allows children the opportunity to get up close to trucks of all shapes and sizes
- Fourth of July Parade – held in partnership with Downtown Bloomington
- Messy Mania – Allows children to experiment with all kinds of messy mediums
- Junk in the Trunk – Community garage sale
- Halloween Programs (2) – Trick or Treat Trail and Festival of Ghost Stories
- Bloomington Pumpkin Launch – Launcher teams hurl pumpkins in competition, plus children activities
- Holiday Market – Features locally-grown farm products, arts and crafts and entertainment

D-3. Sports Division – No Report

D-4 Administrative Division – No Report

**ADJOURNMENT**

Meeting adjourned at 5:18 p.m.

Respectfully Submitted,



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Kim Clapp,  
Secretary Board of Park Commissioners