



**A-1**  
**07-13-2017**

Board of Park Commissioners  
Regular Meeting  
Minutes

Tuesday, May 23, 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:** Mr. Les Coyne, Ms. Kathleen Mills, Ms. Darcie Fawcett

**Staff Present:** Paula McDevitt, Becky Higgins, Dave Williams, John Turnbull, Kim Clapp, Julie Ramey, Nikki McEachern, Leslie Brinson, Elizabeth Tompkins, Bill Ream, Marcia Veldman, Joanna Sparks, Barb Dunbar, Lee Huss, Dee Tuttle, Alison Miller, Steve Cotter, Erik Pearson, Robin Kitowski, and Crystal Ritter

**A. CONSENT CALENDAR**

- A-1. Approval of Minutes of March 28, 2017 Meeting
- A-2. Approval of Claims Submitted April 25, 2017 through May 22, 2017
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus

Ms. Darcie Fawcett made a motion to approve the Consent Calendar. Ms. Kathleen Mills seconded the motion. Motion unanimously carried.

**B. PUBLIC HEARINGS/APPEARANCES**

**B-1. Public Comment Period –**

David Slaybaum approached the podium. Mr. Slaybaum stated, at last month's Board of Park Commissioners meeting, he petitioned the Board to place a no tobacco use ordinance in the parks. He is here today to reinforce this request.

Board thanked Mr. Slaybaum for his time. Ms. Paula McDevitt, Administrator stated this is currently under consideration by the Department.

**B-2. Bravo Award – Janice Lilly**

Marcia Veldman, Farmers' Market Coordinator, the Department would like to recognize Janice Lilly for her services as a volunteer for the Bloomington Community Farmers' Market Advisory Council. Janice is an active community member and has volunteered with many organizations over the years. We thoroughly appreciate her commitment and involvement with the Bloomington Community Farmers' Market Advisory council. Ms. Veldman presented Ms. Lilly with the May Bravo Award.

Ms. Lilly approached the podium. Ms. Lilly stated it has been a pleasure to work for the Market.

The Board thanked Ms. Lilly for her hard work and dedication to the Market.

**B-3. Parks Partner Award – None**

#### **B-4. Staff Introduction**

Ms. Madison Taylor approached the podium. Ms. Taylor is beginning her internship with Alison Miller, Health and Wellness Coordinator. Ms. Taylor recently graduated from Indiana University with a B.S. in Community Health and a minor in Human Development and Family Studies. Ms. Taylor has lived in Bloomington for the last fourteen years, and has volunteered with a wide variety of organizations. She would like to continue working in the health and wellness field, planning and implementing programs that provide individual the resources to improve lives. Ms. Taylor is excited for this internship opportunity and the experience she will gain.

Ms. Mary Beth Bourne approached the podium. Ms. Bourn is earning a dual degree in Public Affairs and Environmental Science with concentration in Environmental Management. This summer Ms. Bourn will intern with the Farmer's Market as well as the Natural Resources. She hopes to gain real world experience in community outreach and education, learn about local sustainability practices, and gain practical skill in the management of parks in urban areas. She is excited to give back to the community, and believes this experience will be invaluable to her education and future career.

Mr. Aaron Henderson approached the podium. Mr. Henderson is scheduled to graduate for Indiana University in December 2017, with a major in Sports Marketing and Management and a Business minor. Mr. Henderson comes to us from South Bend, Indiana where he attended South Bend John Adams High School. This summer Mr. Henderson will intern with the Sports Division.

Ms. Crystal Ritter approached the podium. Ms. Ritter has recently accepted the position of Community Events Coordinator for the Arts. For the last seven years, Ms. Ritter has been working part time for BPRD. Ms. Ritter comes to us from the Girl Scouts of Central Indiana, where she served a six county area as the Community Engagement Manager, training and supervising Troop Leaders and overseeing all local events in those areas. In her past positions, she has planned, organized and supervised a variety of program and events. Ms. Ritter is excited to work full time for BPRD, and feels the department adds great value to the community with the vast amount of community events and programs offered.

Ms. Nikki McEachern, Community Relations Coordinator approached the podium. Ms. McEachern stated the Department would like to introduce and welcome the 2017/2018 class of Park Ambassadors, who will serve as community stewards in BPRD most visited parks. The seven individuals selected from the recruiting and interview process are as follows;

Broadview Park – Dani Graf  
Bryan Park – Stephen Bailey  
Building and Trades Park – Daniel Muller  
Butler Park – Rachel Aine  
Lower Cascades Park – Patrick Martin  
Olcott Park – Mary Jean Cappiello  
REA Park – Mindy Bartlett

#### **C. OTHER BUSINESS**

##### **C-1. Review/Approval of Park Board Member Alternate**

Mr. Les Coyne made an acclamation to appoint Ms. Darcie Fawcett as an alternate for department representation on the Plan Commission.

##### **C-2 Review/Approval of Resolution 17-04**

Ms. Paula McDevitt, Administrator, approximately 65 acres of property were acquired to develop the Switchyard Park. The Department is requesting the approval of Resolution 17-04 to dispose of a small parcel, 1901 South Rogers Street, because it is not necessary for the development of the Switchyard Park, and to see 1901 South Rogers Street developed as affordable housing. Staff is asking to forward Ordinance 17-01 onto the Bloomington Common Counsel, and to represent the Board at any necessary meeting regarding the Ordinance.

In order to ultimately dispose of 1901 South Rogers, it is necessary to subdivide Parcel Number 53-08-08-100-014.000.009 and will require assistance from a surveyor to prepare the necessary documentation. Staff is seeking the Boards approval to award a contract to Bledsoe Riggert Cooper James for platting services related to 1901 S. Rogers.

Ms. Fawcett made a motion to approve of Resolution 17-04. Ms. Mills seconded the motion. Motion unanimously carried.

### **C-3. Review/Approval of Partnership Agreement with Centerstone**

Ms. McDevitt, Administrator the BPRD would like to enter into a partnership agreement with Centerstone (CS). The goal of BPRD is to provide well maintained parks for the community to enjoy. This partnership will provide an opportunity for CS clients to work for CS in BPRD parks, by combining available resourced from each party. The department has designated Seminary Park, Peoples Park, Butler Park and Building Trades Park as sites for the park maintenance pilot program. BPRD will provide training, equipment and supplies. CS will provide staff, supervision and transportation to crews. This partnership opportunity came by, staff participating and networking in the Downtown Outreach Group. Ms. McDevitt invited Mr. Greg May, Administrator Director Centerstone.

Mr. Greg May, Administrator Director stated Cornerstone is excited for the partnership with BPRD. They look forward to being part of a team that helps maintain the parks so they are safe and nice for all members of the community to enjoy. Centerstone has a long history of providing employment related services. The participants in the employment program that is funded by the City of Bloomington Downtown Outreach program, are either experiencing homelessness or unstable housing. We are confident this partnership will be beneficial to BPRD and the community. The intention is to provide employment opportunity to those experiencing homelessness or unstable housing though rehabilitative services, such as case management, life skills training, support unemployment, or on the job training. This is to not only assure success for BPRD, but also for those individuals employed in this maintenance pilot program.

The Board requested future updates on this new program.

Ms. McDevitt stated, this partnership is modeled after a similar program used in Bolder Colorado.

Ms. Fawcett made a motion to approve the Partnership Agreement with Centerstone. Ms. Mills seconded the motion. Motion unanimously carried.

### **C-4. Review/Approval of Partnership Agreement with B-Line Trail Zabriskie Memorial**

Mr. Dave Williams, Operation and Development Director, this agreement outlines a partnership which will allow the Christian Zabriskie Memorial (CZMC) committee to fund and oversee the construction of the Christian Zabriskie Memorial. This memorial will be a small shelter, to be located on the B-Line Trail north of the Dodds Street crossing. 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, provided by the CZMC. This was presented at the April Board meeting, but at that time the partnership was not vetted or approved by the legal department. This partnership has now received their consent and is ready for the Boards final approval.

Ms. Fawcett made a motion to approve the Partnership Agreement with B-Line Trail Zabriskie Memorial. Ms. Mills seconded the motion. Motion unanimously carried.

### **C-5. Review/Approval of Request for Property Donation Monroe County Fullerton Pike Project**

Mr. Williams, Operations Director the staff recommends the Board approve a request from Monroe County to donate permanent and temporary Right-of-Way for their Fullerton Pike Project. This multi-phased construction project of Monroe County, is to upgrade and widen Fullerton Pike from I69 east to Sara Road. The Bloomington Rail Trail crosses this corridor at Gordon Pike requiring acquisition of additional fee simple right-of-way (.210 acre), permanent flood /drainage easement (.458 acre) and temporary right of way (.168 acre). The deed to the Bloomington Rail Trail is held by the Board of Park Commissioners.

The assessed value of the property, easement, and temporary right-of-way is \$7,560. The Fullerton Pike project will include construction of a refuge island crossing for trail users. We have worked cooperatively with the county on projects such as this in the past. The County has also committed to complete the abandoned rail corridor property transfer to the City and the department has secured funding for trail construction on this corridor from the 2017 Park Bond. Undertaking a road improvement project, which purpose is to reconstruct Fullerton Pike. The project's central focus is to provide an improved roadway corridor. A portion of BPRD property is affected by this project and Monroe County requires as permanent right-of-way, perpetual flood easement and temporary right-of-way for construction and grading of the trail.

With the approval of the property donation for the County project, the Board must resolve that on the date of the meeting a vote was held to approve the donation of the needed property for Fullerton Pike Phase 2, located on Gordon Pike, and must also authorize Board president Coyne to be the signatory on all documents.

Ms. Fawcett made a motion for a resolution to approve the property donation to Monroe County for the Fullerton Pike Project. Ms. Mills seconded the motion. Motion was unanimously carried.

#### **C-6 Review/Approval of Consultant Contract Agreement for Facility Roofing Projects**

Mr. Dave Williams, Operations and Development Director, the Department wishes to make roofing repairs to the Banneker Community Center, Twin Lakes Recreation Center, and make limestone wall rehabilitation and roof repairs to the Rosehill Cemetery Mausoleum. The Department requires the services of a professional consultant in order to survey existing conditions, prepares specification and construction document for bidding, and administer and inspect contracted work for the projects at all three locations. These are TIF projects. STR Building Consultant fees are \$61,500 for the three projects.

Ms. Fawcett made a motion to approve the Consultant Contract with STR Building Resources LLC for facility roofing projects. Ms. Mills seconded the motion. Motion unanimously carried.

#### **C-7 Review Approval of Chef for Hire Contract**

Leslie Brinson, Community Events Manager, the Department wishes to vend summer meals for summer food services program: and requires the services for a professional consultant in order to perform the development of meals to follow State guidelines. In 2016, 4401 meals were served at Banneker Community Center. It is anticipated that number will increase in 2017. Chef for Hire has been a great partner to work with and are experts in providing meals that comply with all State regulations and are familiar with the Summer Food Service Program through the IDOE.

Ms. Fawcett made a motion to approve the Chef for Hire Contract. Ms. Mills seconded the motion. Motion unanimously carried.

#### **C-8 Review/Approval of the Partnership Agreement with the Ryder Film Series**

Ms. Leslie Brinson, Community Events Manager, this Agreement is to outline a program partnership which provides for increased entertainment opportunities for the Bloomington community by combining available resources from each partner to the Agreement. Six films will be shown at 4 park locations. The only significant change to this year's agreement is fees. In 2017, BPRD will pay Ryder the cost of the movie rights plus \$450.00. Ryder had previously charged, movie rights plus \$25.00 per movie. The increase, is to compensate Ryder for consulting and design hours associated with the partnership.

Ms. Fawcett made a motion to approve the Partnership with the Ryder Film Series. Ms. Mills seconded the motion. Motion unanimously carried.

#### **C-9 Review/Approval of Service Agreement with Kick's Unlimited Dance LLC**

Mr. Erik Pearson, Program Specialist-Banneker Community Center, the goal of this agreement is to provide the participants with expert instruction into the field of modern dancing and aim to instill confidence in the participants as well as increasing their overall health and wellness. Participants will travel to the KICK's Unlimited Dance Facility, once per week for the duration of the eight week camp.

Ms. Fawcett made a motion to approve the Service Agreement with Kick's Unlimited Dance LLC. Ms. Mills seconded the motion. Motion unanimously carried.

#### **C-10 Review/Approval the Contract for Services with Bruce Wilds Security for the Fourth of July Parade**

Mr. Bill Ream, Community Events Coordinator, this contract is for Bruce Wilds and his security staff to provide security at the Fourth of July Parade. Security will be located at various sites at the parade staging area and along the parade route. Bruce Wilds Security has provided services in the past, and is in good standings with the Department.

Ms. Fawcett made a motion to approve the Contract for Services with Bruce Wilds Security for the Fourth of July Parade. Ms. Mills seconded the motion. Motion unanimously carried.

The Board inquired if it is standard to have security at the Fourth of July Parade.

Mr. Ream stated, security is required any time a road is closed.

**C-11 Review/Approval of Contract for Services with the New Life Pentecostal Church**

Mr. Bill Ream, Community Events Coordinator, this agreement is for New Life Pentecostal Church to provide services at the Fourth of July Parade and the Bloomington Pumpkin Launch. Services for the Fourth of July Parade include, pick up, distribute, and return of wooden barricades from IU Campus Division and/or the Monroe County Fairgrounds as well as clean-up of the parade route, total cost is \$650. New Life Pentecostal Church will assist with parking at the Bloomington Pumpkin Launch, the fee is \$200. New Life United Pentecostal Church has previously provided these services, and is in good standing with the department.

Ms. Fawcett made a motion to approve the Contract with New Life Pentecostal Church for assistance with the Fourth of July Parade and Bloomington Pumpkin Launch. Ms. Kathleen Mills seconded the motion. Motion unanimously carried.

**C-12 Review/Approval of Downtown Bloomington, Inc. (DBI) Partnership Agreement**

Mr. Bill Ream, Community Events Coordinator, the goals of BPRD are to partner with another community agency and provide a Fourth of July parade for the Bloomington community. The event, to be held in downtown Bloomington, on Tuesday, July 4, 2017, from 9:00 a.m. to noon, is designed to create a social and safe environment for the community to celebrate the Fourth of July. This partnership includes, a performance by the Bloomington Community Band prior to the parade. The event will be open to the general public.

Ms. Fawcett made a motion to approve the Downtown Bloomington, Inc. Partnership Agreement for the Fourth of July Parade. Ms. Mills seconded the motion. Motion unanimously carried.

**C-13 Review/Approval of Contract with Big Bounce Fun House Rentals**

Mr. Bill Ream, Community Events Coordinator, this agreement is for Big Bounce Fun House Rental to provide the rental of entertainment equipment for various events coordinated by BPRD. Rentals will include set up and tear down of equipment, and staffing to coordinate the use of equipment at the events. The vendor has provided rental equipment in past years and is in good standing with the department.

Ms. Fawcett made a motion to approve the Service Contract with Big Bounce Fun House Rental for the rental of entertainment equipment for various 2017 events. Ms. Mills seconded the motion. Motion unanimously carried.

**C-14 Review/Approval Service Contract with Southside Rental**

Mr. Bill Ream, Community Events Coordinator, the Department requires the services of a professional consultant in order to provide, delivery, set up, take down, and removal of rental equipment, such as tables, chairs, stage risers, and tents at the Fourth of July Parade and the Holiday Market. The vendor has previously provided service and is in good standing with the Department.

Ms. Fawcett made a motion to approve the Service Contract with Southside Rental for equipment at the Fourth of July Parade and the Holiday Market. Ms. Mills seconded the motion. Motion unanimously carried.

**C-15 Review of Summer Star Foundation Partnership Agreement for Banneker Nature Days**

Ms. Elizabeth Tompkins, Natural Resources Coordinator, this Agreement is to provide wholesome and constructive educational and recreational activities for children in Bloomington, that will effectively contribute to the mental, physical, social and educational enrichment of children. The purpose of this Agreement is to set forth terms under which the Summer Star Foundation will provide funding for environmental educational programming at the Banneker Community Center for children in grades K-6. This partnership has worked well for the last six years.

Ms. Fawcett made a motion to approve the Partnership Agreement with Summer Star Foundation for Banneker Nature Days. Ms. Mills seconded the motion. Motion unanimously carried.

**C-16 Review/Approval of Winslow Sports Complex South Concessions Agreement**

Ms. Dee Tuttle, Sports Facility /Programs Manager, the Monroe County Senior League Baseball Association

(MCSLBA) wishes to operate the Winslow South concessions building owned by BPRD. MCSLBA uses profits generated from sales to offset program costs and other related expenditures.

Ms. Fawcett made a motion to approve the Winslow Sports Complex Concessions Agreement with MCSLBA. Ms. Mills seconded the motion. Motion unanimously carried.

#### **C-17 Review/Approval of Seven (7) Service Agreements**

Ms. Barb Dunbar, Operations Coordinator, staff recommends the approval of seven service agreements for the Operations and Sports Division. The service agreements are for the following consultants;

Harrell Fish, Inc. – general repairs/adjustments to HVAC systems

Professional Contracting, LLC (Steve's Roofing) – general repairs to roof, gutter, soffit or metal siding work

Woods Electric – general repairs/adjustments to lighting and electrical components

Izzy's Rental – rental and cleaning/ pumping services, at three locations

Izzy's Rental – cleaning and pumping services *only*, at 4 locations

Monroe Tuff-Jon – rental and cleaning/pumping services at three locations

Monroe Tuff-Jon – cleaning/pumping services only, at two locations

Ms. Fawcett made a motion to approve the Seven (7) Service Agreements with Harrell Fish, Professional Contracting, Woods Electrical, Izzy's Rental and Monroe Tuff-Jon. Ms. Mills seconded the motion. Motion unanimously carried.

#### **C-18 Review/Approval of Temporary Easement at Winslow Sports Park**

Dee Tuttle, Sports Facility /Program Manager, Vectren Energy has an existing easement at Winslow Sports Park for a supply natural gas line. They are requesting additional space near, but outside of the easement for a temporary basis to stage equipment and for work space. Vectren has agreed to pay \$5,280 as compensation for using this added area and are to return the site to its original state. This agreement is agreeable to staff as it is out of our active playing area. The valuation of the temporary easement is done per legally defined guidelines that Vectren is required to follow. The temporary easement could last up to 270 days, but is unlikely to take that long.

Mr. Darcie Fawcett made a motion to approve the Temporary Easement at Winslow Sports Park with Vectren Energy. Ms. Mills seconded the motion. Motion unanimously carried.

#### **C-19 Review/Approval of Contract with Aquatic Control, Inc.**

Steve Cotter, Natural Resources Manager, staff recommends the approval of this agreement to update the Griffy Lake Aquatic Vegetation Management Plan and to Conduct Invasive Plant Treatment. Funding is provided from the Indiana Department of Natural Resources Lake and River Enhancement Program and the plan will provide information on the health of the vegetation community in the lake. The Eurasian watermilfoil treatment will prevent excessive weed growth, which would have a negative effects on boating and fishing at the lake.

Ms. Fawcett made a motion to approve the Contract with Aquatic Control, Inc. to update the Griffy Lake Aquatic Vegetation Management Plan and to Conduct Invasive Plant Treatment. Ms. Mills seconded the motion. Motion unanimously carried.

#### **C-20 Review/Approval of Revised Agreement with Partners for Fish and Wildlife Program**

Steve Cotter, Natural Resources Manager, staff recommends approval of the revised agreement. At the Board of Park Commissioners April 25, 2017 meeting, the Board approved an Agreement to establish a five acre prairie at the Goat Farm. The Agreement contained an incorrect employment verification affidavit. The correct document has been added to the otherwise unchanged agreement.

Ms. Fawcett made a motion to approve the Revised Agreement with Partners for Fish and Wildlife Program to plant a five acre prairie at the Goat Farm. Ms. Mills seconded the motion. Motion unanimously carried.

#### **C-21 Review/Approval of Contract with Bartlett Tree Experts**

Mr. Lee Huss, Urban Forester, the Department requires the services of a professional consultant in order to perform arboricultural insecticidal treatments for Emerald Ash Borer to seventy one City trees. It is in the public interest that such services be undertaken and performed. BPRD would like to contact with Bartlett Tree Experts to provide these services.

Mr. Dave Williams, Operations Director addressed the Board. At this time, Bartlett Tree Experts have not provided their required Affirmative Action Plan Documents. Legal is continuing to work with Bartlett Tree Experts to resolve this issue. BPRD is requesting the Board approve this contract on contingency the Affirmative Action Plan is received.

Ms. Fawcett made a motion to approve the Contract with Bartlett Tree Experts, contingent on their compliance with the Affirmative Action Plan. Ms. Mills seconded the motion. Motion 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

Ms. Paula McDevitt, Administrator addressed the Board.

The June 20<sup>th</sup> Board of Park Commissioners meeting has been rescheduled to Thursday, July 13, 2017.

BPRD's summer officially starts this Friday as the following events are scheduled for May 23rd;

Bryan Park Pool and Mills Pool open at 11:00 a.m.

The Summer Sampler will be held at Bryan Park, where we will celebrate our status as Play City USA for the 10<sup>th</sup> year in a row.

The movie Finding Dori, will be shown at Bryan Park Pool at 8:30p.m.

The Department looks forward to a very active and fun summer.

#### **ADJOURNMENT**

Meeting adjourned at 5:08 p.m.

Respectfully Submitted,



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Kim Clapp,  
Secretary Board of Park Commissioners