



**A-1**  
**07-25-2017**

Board of Park Commissioners  
Regular Meeting  
Minutes

Tuesday, July 13, 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 4:02 p.m.

**Board Present:** Mr. Les Coyne, Mr. Joe Hoffmann, 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, 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 May 23, 2017 Meeting
- A-2. Approval of Claims Submitted May 23, 2017 through July 12, 2017
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus

Mr. Joe Hoffmann 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 –**

Mr. David Slaybaum approached the podium. Mr. Slaybaum stated, he has previously been before the Board. Mr. Slaybaum thanked the Board for the work the Board, the Police and the Department has done, especially in People's Park and Seminary Square. Unfortunately one of the side effects that has occurred in the last month, has been that the criminal drug activity that was being allowed to occurred prior to enforcing the rules, has moved from the parks onto Kirkwood and all over town. Mr. Slaybaum stated we would like to make the following recommendations make;

People's Park - smoke free and drug free for everyone to use and do it formerly.

Seminary Square - smoke free and drug free for the kids and women to use, because that is closer to where the women and kids really need to have a place of their own, where they can feel safe.

Upper Cascades - to be used for the Kirkwood people who would like to get off of Kirkwood and away from the mess that is going on at Kirkwood. Let them use the Upper Cascades, it's a huge park compared to Kirkwood and not being allowed in Seminary Square or not allowed in People's Park. They are afraid of being arrested if they are in the parks. The police will tell them as long as they are not doing any criminal activity they are allowed in the parks.

Building and Trades Park - as a temporary place for the people that are opioid positive or if they can't go there, use the vacant lot that is at 2<sup>nd</sup> and Rogers. Because it is right across from the hospital and that way they don't have to make the ambulance runs downtown.

Board thanked Mr. Slaybaum for his time.

**B-2. Bravo Award – None**

### **B-3. Parks Partner Award – None**

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

Erik Pearson recently accepted the position of Banneker Program/Facility Coordinator. Erik is a lifelong Bloomington resident, who attended Indiana University and completed a 12-week internship with the department during the summer of 2015. At the conclusion of that experience, Erik held the position of staff assistant until November of 2015 when he advanced to a program specialist. Erik is looking forward to continuing the successes of the Banneker Community Center.

## **C. OTHER BUSINESS**

### **C-1. Review/Approval of Partnership Agreement with Bloomington Parks Foundation**

Mr. John Turnbull, Sports Division Director, staff recommends the approval of the partnership agreement with the Bloomington Parks Foundation (BPF) for the use of the Bo Cantwell Fund for golf programming scholarships. The purpose of this Agreement is to establish a partnership which will provide for collaborative efforts to provide youth golf scholarship funding in accordance with the Bo Cantwell Youth Scholarship Fund as established by the John Cantwell Family and Memorials and held by the Bloomington Parks Foundation.

Mr. Hoffmann made a motion to approve the Partnership Agreement with Bloomington Parks Foundation. Ms. Fawcett seconded the motion. Motion unanimously carried.

### **C-2 Review/Approval of Contact with Playworld Midstates**

Ms. Barb Dunbar, Operations Coordinator, the existing playground climbing net at Lower Cascades Park was installed in 2005, and is now showing signs of wear. The Department wishes to install a new replacement playground climbing net, and requires the services of a qualified contractor in order to perform the labor, equipment, and materials and installation of the replacement net. Work will begin after August 9, 2017, and is scheduled to be completed on or before November 29, 2017. Staff recommends the approval of this contract with Playworld Midstates.

Mr. Hoffmann made a motion to approve the contract with Playworld Midstates. Ms. Fawcett seconded the motion. Motion unanimously carried.

### **C-3. Review/Approval of Duke Energy Easement in Switchyard Park**

Mr. Dave Williams, Operations Director, the Switchyard Park will require an electrical distribution system that efficiently serve the new Pavilion, Stage, Splash Pad and other facilities and amenities of the park. Staff recommends the Board grant Duke Energy a perpetual, non-exclusive easement to construct, reconstruct, operate, patrol, maintain, repair, replace, relocate, add to, modify and remove, electric, and/or telecommunication lines or lines at the Switchyard Park. The easement location and size, requested by Duke for installation of their equipment, has been reviewed and approved by our consultant and staff.

Mr. Hoffmann made a motion to approve the Easement with Duke Energy. Ms. Fawcett seconded the motion. Motion unanimously carried.

### **C-4. Review/Approval of Survey Contract for Waldron Hill Buskirk Park**

Mr. Dave Williams, Operations Director, the Department wishes to make necessary improvements at Waldron Hill Buskirk Park that include rehabilitation of existing stairs, improved lighting and turf repair to the lawn area in front of the performance stage. These improvements require the rerouting of existing pathways and improving drainage in the lawn area. To determine elevations and grade, the project requires the services of a qualified consultant to provide topographic survey services for approximately 3.0 acres of the park. Bledsoe Riggert Cooper and James have performed survey services at numerous department facilities, parks and trails. All survey data will be provided to the department no later than August 30, 2017. The Park Bond will provide funding for this project.

Mr. Hoffmann made a motion to approve the Survey Contract for Waldron Hill Buskirk Park. Ms. Fawcett seconded the motion. Motion unanimously carried.

**C-5. Review/Approval of Consultant Contract for Design Services at RCA Park, Sherwood Oaks Park, and Griffy Lake**

Mr. Dave Williams, Operations Director, the Department wishes to design for rehabilitation of the loop walking trail at RCA Park, conduct a preliminary design investigation of an accessible fishing facility at Griffy Lake, redesign the parking lot at Griffy Lake, and develop a Master Plan for the potential relocation of facilities in flood prone areas of the Sherwood Oaks Park. The projects require the services of a professional consultant in order to perform these design services, and staff recommends the approval of a contract with Madder Design. The Park Bond has identified funding for these improvement projects.

Mr. Hoffmann made a motion to approve the Consultant Contract for Design Services at RCA Park, Sherwood Oaks Park and Griffy Lake. Ms. Fawcett seconded the motion. Motion unanimously carried.

**C-6 Review/Approval of Service Agreement with Mark Stephens Enterprises, LLC**

Ms. Barb Dunbar, Operations Coordinator, the Department wishes to maintain properties at a high level of standards, and requires the services of a qualified contractor in order to provide mowing, trimming and snow removal at the City owned properties located at 1607, 1609, 1611 and 1901 South Rogers Street. Staff recommends the approval of this service agreement with Mark Stephens Enterprises, LLC, the amount is not to exceed \$5,000.

Mr. Hoffmann made a motion to approve the Service Agreement with Mark Stephens Enterprises, LLC. Ms. Fawcett seconded the motion. Motion unanimously carried.

**C-7 Review Approval of Contract with Vermont Systems for RecTrac Software Update**

Ms. Kim Clapp, Office Manager, the Department wishes to upgrade the registration database, as it has become antiquated and future support will eventually be phased out. The Department requires the services of a professional consultant in order to perform upgrade of registration data base RecTrac 10.3 to the updated 3.1 web base version. Vermont Systems submitted a quote of \$7,305.00

Mr. Hoffmann made a motion to approve the Contract with Vermont Systems for RecTrac Software Update. Ms. Fawcett seconded the motion. Motion unanimously carried.

**C-8 Review/Approval of Contract with Vermont Systems for RecTrac Training**

Ms. Kim Clapp, Office Manager, the Department is upgrading the registration database and wishes to provide staff with four days of intense training on the RecTrac 3.1 version. Due to the substantial changes in user interface, terminology, procedure and processes, the vendor states the upgrade, is more like having a new system. The department requires the services of a professional consultant in order to provide in-house staff training on RecTrac version 3.1. Vermont Systems submitted a quote of \$6,115.00.

Mr. Hoffmann made a motion to approve the Contract with Vermont Systems for RecTrac Training. Ms. Fawcett seconded the motion. Motion unanimously carried.

**C-9 Review/Approval of Service Agreement with HFI for AJB and Banneker Repairs**

Ms. Leslie Brinson, Community Events Manager, in order to maintain HVAC systems at Banneker Community Center and Alison Jukebox in working order, the Departments requires the services of a professional consultant in order to perform repair, adjust, and/or replace heating, ventilation and cooling components at the two facilities. Staff recommends the approval of the service agreement with HFI, the amount is not to exceed \$4999.00.

Mr. Hoffmann made a motion to approve the Contract with HFI for AJB and Banneker Repairs. Ms. Fawcett seconded the motion. Motion unanimously carried.

**C-10 Review/Approval of Partnership Agreement with Monroe County Public Library**

Ms. Leslie Brinson, Community Events Manager, the purpose of this Agreement is to outline a program partnership which establishes a free self-guided outdoor Story Walk at local parks. The Story Walks are placed along the trails to inspire parent, teacher, and caregivers to take young children outside for physical activity and learning at the same time. BPRD goal is to provide programs necessary for positive development and well-being of the community. Funding for this Story Walk was provided to Monroe County Public Library from the Friends of the Library. The first Story Walk will be placed at Reverend Butler Park, with the future possibility of additional Story Walks being placed at other

locations.

Mr. Hoffmann made a motion to approve the Partnership Agreement with Monroe County Public Library. Ms. Fawcett seconded the motion. Motion unanimously carried.

**C-11 Review/Approval of Partnership Agreement with Mad 4 My Dog**

Mr. Bill Ream, Community Events Coordinator, by combining available resources from each partner, this Agreement will provide the opportunity for the Bloomington community, specifically dogs and their owners, to participate in a fun summer event. Drool in the Pool is designed to create a social, safe, fun event for dogs. The event will be held at Mills pool on August 16<sup>th</sup> and 17<sup>th</sup>. Staff recommends approval of this partnership agreement with Mad 4 My Dog.

Mr. Hoffmann made a motion to approve the Partnership Agreement with Mad 4 My Dog. Ms. Fawcett seconded the motion. Motion unanimously carried.

**C-12 Review/Approval of Alcohol Permit Request for 2017 Garlic Fest and Community Art Fair**

Ms. Crystal Ritter, Community Events Coordinator, staff recommends the approval of the permit application to sell beer/wine at the 2017 Garlic Fest and Community Art Fair to be held on September 2<sup>nd</sup> and 3<sup>rd</sup> at the Waldron, Hill and Buskirk Park. Event organizers are prepared to adhere to all local and state laws along with any rules and regulations from Bloomington Parks and Recreation. Appropriate security will be provided for the event and for the sale of alcohol. Once obtained and prior to the event, the organizers will provide BPRD with a copy of their temporary beer/wine permit from the State of Indiana, Alcohol & Tobacco Commission. Organizers will be assessed an alcohol permit fee of \$200 or ten percent of gross, whichever is greater. This is the sixth year for the event, and organizers are in good standings with PBRD.

Mr. Hoffmann made a motion to approve the Alcohol Permit Request for 2017 Garlic Fest and Community Art Fair. Ms. Fawcett seconded the motion. Motion unanimously carried.

**C-13 Review/Approval of Change in the 2017 Price Schedule for Community Garden**

Ms. Robin Kitowski, Community Gardening Program Coordinator, Community Garden Program has not achieved the number of participants needed to fill all rental gardening plots at Willie Streeter and Butler Park for the season. Upkeep of the unrented plots consume staff time that could be better utilized elsewhere. Staff recommends offering current gardeners, in good standing, a subsequent plot at a 50% discount (price range from \$16.50 to \$42.50). Prices would remain in effect through the 2017 season. Ideally this would, decrease staff time, increase participations in the CGP, and ultimately more gardening activity being enjoyed in the Bloomington community.

Mr. Hoffmann made a motion to approve the Change in the 2017 Price Schedule for Community Garden. Ms. Fawcett seconded the motion. Motion unanimously carried.

**C-14 Review/Approval of contract with Bloomington Seal Coating & Paving for Winslow Sports Park**

Ms. Dee Tuttle, Sports Facility/Program Manager, the Department wishes to repair the asphalt area behind field 6 at the Winslow Sports Park. Damage to the asphalt occurred during the repair of a collapsed sewer line in 2016. BPRD requires the services of a professional contractor in order to perform the repair of the damaged asphalt area. Three quotes were received, with Bloomington Seal Coating & Paving being the lowest at \$7,400.

Mr. Hoffmann made a motion to approve the Contract with Bloomington Seal Coating & Paving for Winslow Sports Park. Ms. Fawcett 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. Darcie Fawcett stated the Park Ambassador from Prospect Hill was excited at the level of response the Parks Department gave to his request, in terms of lighting and structure repair. He appreciated the fast action and felt like the department was listening to him.

Mr. Hoffman pointed out, this month's issue of Parks and Recreation National Magazine has an entire story of the opioid epidemic in parks. This is a very complicated issue, we are all thinking about it and will try to figure out the best way to proceed.

Ms. Paula McDevitt, as part of the solution, the partnership with Centerstone and the formation of our new park's maintenance crew has just finished up their third week. It is going very well, they are on site at five downtown parks and along Kirkwood seven days a week, 1:00p.m. - 5:00p.m. They are enthusiastic and excited about the opportunity they have been given, and are doing a great job. We are working diligently at being part of the solution with the other community departments.

**ADJOURNMENT**

Meeting adjourned at 4:58 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Kim Clapp".

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Kim Clapp,  
Secretary Board of Park Commissioners