



A-1
01-23-2018

Board of Park Commissioners
Regular Meeting
Minutes

Tuesday, December 12, 2017
4:00 p.m. – 5:30 p.m.

Council Chambers
401 N. Morton

CALL TO ORDER

The meeting was called to order by Ms. Kathleen Mills at 4:03 p.m.

Board Present: Mr. Joe Hoffmann, Ms. Kathleen Mills and Ms. Darcie Fawcett

Staff Present: Ms. Paula McDevitt, Mr. Dave Williams, Mr. John Turnbull, Ms. Becky Higgins, Ms. Julie Ramey, Ms. Kim Clapp, Mr. Mark Marotz, Ms. Sarah Owen, Ms. Leslie Brinson, Ms. Hannah Buddin, Ms. Elizabeth Tompkins, Ms. Barb Dunbar, Ms. Chelsea Price, Mr. Bill Ream, Mr. Erik Pearson, Ms. Robin Kitowski, Ms. Marcia Veldman, and Mr. Steve Cotter

A. PUBLIC HEARINGS/APPEARANCES

A. CONSENT CALENDAR

- A-1. Approval of Minutes of November 28, 2017 Meeting
- A-2. Approval of Claims Submitted November 17, 2017 through December 8, 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 – None

B-2. Bravo Award – None

B-3. Parks Partner Award – None

B-4. Staff Introduction - None

C. OTHER BUSINESS

C-1. Review/Approval of Ground Lease with South Central Indiana Housing Opportunities

Ms. Paula McDevitt, Administrator, the Department wishes to enter into an Agreement to lease property known as 1901 South Rogers Street, Bloomington, Indiana to SCIHO-Switchyard Apartments, LLC (SCIHO-SYA, LLC) a subsidiary of South Central Housing Opportunities Corporation. (SCIHO). This property is zoned Residential High-Density Multifamily, and has been declared as surplus property by the Board. SCIHO-SYA, LLC is willing and able to develop and maintain an affordable housing project on this property, which is adjacent to the Switchyard Park. This Agreement shall be for ninety-nine (99) years, commencing on January 1, 2018 and expiring on December 31, 2117. SCIHO-SYA,

LLC agrees to make an annual payment to BPRD for use of this property in the amount of One Dollar (\$1.00), payable on or before the 1st day of February each year. SCIHO-SYA, LLC will be responsible for all cost and management of this housing project.

The Department request the Board appoint the Parks Director, to administer and manage the Lease of Real Estate with SCIHO-SYA, LLC.

Ms. McDevitt invited Ms. Deborah Myerson, Executive Director to the podium.

Ms. Myerson approached the podium.

Ms. Myerson thanked the Board of Park Commissioners and the Parks Department for their involvement and support for this project. SCIHO is excited to be right next to the Switchyard Park, and to be able to provide much need affordable housing to the community. This lease is a wonderful start to this relationship.

The Board inquired on the details of the construction loan for this project.

Ms. McDevitt invited Ms. Anahit Behjou, Assistant City Attorney to the podium.

Ms. Behjou approached the podium.

Ms. Behjou commented, the loan will be with BloomBank. The security interest for the loan will be on the building, not the land. The Department will not be held liable for any losses to the bank.

Mr. Hoffmann motioned to approve the Ground Lease with SCIHO-SYA, LLC. Ms. Fawcett seconded the motion. The motion was unanimously carried.

Mr. Hoffmann motioned to approve the Director of Parks to administer and manage the Ground Lease with SCIHO-SYA, LLC.

C 2. Review/Approval of 2018 Management/Partnership Agreement with BCT Management, Inc.

Ms. Paula McDevitt, Administrator the Department wishes to renew the Agreement with BCT Management, Inc. 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 \$50,000, will be provided in the 2018 City Council budget to assist BCTM, Inc. 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. There are no significant changes to the Agreement.

Ms. Paula McDevitt invited Ms. Danielle McClelland, Director of BCT to the podium.

Ms. McClelland approached the podium.

Ms. McClelland thanked the Board of Park Commissioners for their continued support. This agreement has been in place for the last sixteen years. As 2017 draws to a close, BCT is experiencing the most active year it has ever had. December 31st there will have been 292 days of use, with 215 performances. By the end of December, BCT anticipates exceeding and surpassing their largest yearly attendance figure of 54,638. There will be another very busy schedule in 2018.

Mr. Hoffmann motioned to approve the Agreement with BCT Management, Inc. Ms. Fawcett seconded the motion. The motion was unanimously carried.

C-3 Review/Approval of Resolution 17-06 for the Purchase of Property.

Ms. Paula McDevitt, Administrator the Department wishes to purchase two properties located at 100-112 W. Club

House Drive, Bloomington, Indiana 47401. Acquisition of the Properties will provided 2.89 acres of additional greenspace in Lower Cascades Parks, serves a public purpose and furthers the public welfare by enhancing recreational opportunities in the Bloomington area. Monroe/Owen Appraisals, Inc. appraised the value of the property at Four Hundred Thousand Dollars (\$400,000.00). The property owner wishes to sell the property to BPRD. The funds for the purchase will come from the Park Bond Fund.

If the Board adopts Resolution 17-06, the Department will give public notice that the City of Bloomington Board of Park Commissioners will hold a public hearing on Tuesday, January 23, 2018 at 04:00 p.m. in Council Chambers, City Hall, 401 N. Norton Street, Bloomington, IN 47404. In said public hearing, the Board of Park Commissioners will receive or hear remonstrances from persons interested in or affected by the proceedings and determine the public utility and benefit of the proposed project.

Mr. Hoffmann motioned to approve Resolution 17-06 Purchase of Property. Ms. Fawcett seconded the motion. The motion was unanimously carried.

C-4 Review/Approval of Purchase of Electric Maintenance Vehicle for B-Line Trail

Mr. Mark Marotz, Operations Superintendent the Department wishes to purchase a more environmentally friendly, fuel efficient and quieter utility vehicle to maintain the B-Line Trail. The Gator Moto Electro Utility Buddy Standard is an enclosed two passenger utility vehicle that meets the Department's needs, and has the required features to certify the unit as street legal. Three bids were received, staff recommends the approval of the bid from Moto Electric for the cost will be \$15,800.

The Board inquired if this will be an additional vehicle or a replacement.

Mr. Marotz responded, this will replace the gas Gator that is currently being used on the B-Line Trail.

Mr. Hoffmann motioned to approve the Purchase of the Electric Maintenance Vehicle. Ms. Fawcett seconded the motion. The motion was unanimously carried.

C-5 Review/Approval of Mother Hubbard's Cupboard Cooperation Services & Rental Agreement Program Partnership

Ms. Robin Kitowski, Community Gardens Specialist the Department wishes to continue its partnership with Mother Hubbard's Cupboard (MCH). The purpose of this Agreement is to outline a program partnership to develop and manage educational, community gardening programs by renting out space at Rev. Ernest D. Butler Park to MCH. MCH will allow community gardening opportunities for low-income Bloomington residents, produce food to be distributed to low-income Bloomington residents in need, and provide venues for gardening education geared towards youth and low-income Bloomington residents. No significant changes have been made to this Agreement.

Mr. Hoffmann motioned to approve the contract with Mother Hubbard's Cupboard. Ms. Fawcett seconded the motion. The motion was unanimously carried.

C-6 Review/Approval of Partnership Agreement with the Trustees of Indiana University (Hilltop Gardens at Indiana University)

Ms. Robin Kitowski, Community Gardens Specialist the Department wishes to continue the partnership with The Trustees of Indiana University, which operates Hilltop Gardens at Indianan University. The purpose of this Agreement is to outline a program partnership to provide and promote garden programs, and classes for the general public, and to expand gardening class offerings to incorporate more hands-on experience to the community.

The Board inquired on the status of youth programs at the Hilltop Gardens.

Ms. Kitowski responded, a family garden program is available under the guidance of their staff and an interns. This program starts in March and continues through September. A class lesson is held and then participants move on to practical work in the plots.

Mr. Hoffmann motioned to approve the Partnership Agreement with the Trustees of Indiana University (Hilltop Gardens at Indiana University). Ms. Fawcett seconded the motion. The motion was unanimously carried.

C-7 Review/Approval of Plant-a-Row for the Hungry Partnership Agreement

Ms. Robin Kitowski, Community Gardens Specialist the Department wishes to continue the partnership with Hilltop Gardens at Indianan University (Hilltop), Bloomingfood Market and Deli (Bloomingfoods) and Mother Hubbard's cupboard (MHC) and Hoosier Hills Food Bank (HHFB) in continuing the community support program, Plant-a-Row for the Hungry, in order to provide people in need with fresh, locally produced food. The purpose of this Agreement is to outline a program partnership which will encourage members of the Bloomington community and vendors at the Bloomington Community Farmers' Market to grow food with the intention of donating it to those in need, by means of HHFB's existing distribution system available to people in need. No major changes have been made to this agreement with the exception of the partnership being reviewed annually.

Mr. Hoffmann motioned to approve the Plant-a-Row for the Hungry Partnership Agreement. Ms. Fawcett seconded the motion. The motion was unanimously carried.

C-8 Review/Approval of Agreement to Extend the Center for Sustainable Living's Rental Agreement for the Former SCX Railroad Office

Mr. Steve Cotter, Natural Resources Manager the Department wishes to extended renting the former CSX Railroad building at 245 West Grimes Lane to the Center for Sustainable Living for an additional three months (January 2018 through March 2018).

The Board inquired what the plans for the building are once this lease has expired.

Mr. Cotter responded, during the Switchyard Park project, the building will be renovated and become a substation for the Bloomington Police Department.

Mr. Hoffmann motioned to approve extending the Rental Agreement with Center for Sustainable Living. Ms. Fawcett seconded the motion. The motion was unanimously carried

C-9 Review/Approval of Interpretive Ideas Contract to Repair and Replace Interpretive Park Signs

Mr. Steve Cotter, Natural Resources Manager the Department wishes to replace missing and damaged interpretive signs at Latimer Woods, Leonard Springs, Miller-Showers and RCA Parks. The Department requires the services of a professional consultant in order to perform sign content research, develop sign design, editing, and coordinating fabrication of the signs.

Mr. Hoffmann motioned to approve the contract with Interpretive Ideas. Ms. Fawcett seconded the motion. The motion was unanimously carried.

C-10 Review/Approval of Three Service Agreements

Ms. Becky Higgins, Recreation Director BPRD staff is seeking approval for three service agreements with; I Shine for cleaning services, Plymate for cleaning of floor mats and Green Sweep for cleaning services. These service contracts are to manage emergency or standard repairs and/or services as the need arises. The services agreements are for Franks Southern Center, Allison-Jukebox Center and Banneker Community Center.

Mr. Hoffmann motioned to approve the three service agreements, I Shine, Plymate and Greensweep for 2018. Ms. Fawcett seconded the motion. The motion was unanimously carried.

C-11 Review/Approval of Service Agreements with Izzy's Rental

Mr. Bill Ream, Community Events Coordinator the Department wishes to make available, portable toilets at various locations for 2018 events. The Department requires the services of a professional consultant to provide delivery and removal of well-maintained rental units. Izzy's Rental has proven to be a reliable vendor.

Mr. Hoffmann motioned to approve the service agreement with Izzy's Rental. Ms. Fawcett seconded the motion. The motion was unanimously carried.

C-12 Review/Approval of Concessions Agreement

Mr. Bill Ream, Community Events Coordinator the Department wishes to have food available at various 2018 events, and programs. The Department requires the services of professional consultants to sell their products onsite at these events. The Department recommends the approval of the 2018 Concessions Agreement template for the various events and vendors.

Mr. Hoffmann motioned to approve the 2018 Concessions Agreement. Ms. Fawcett seconded the motion. The motion was unanimously carried.

C-13 Review/Approval of the Farm Vendors Contract and Exhibits

Ms. Marcia Veldman, Program Coordinator staff recommends the approval of the 2018 Farmers' Market Farm Vendor Contract and Exhibits, 2018 Food Truck/Push Cart Agreement, and the 2018 Prepared Food Vendor Agreement templates. There have been no changes to the contracts and exhibits.

Mr. Hoffmann motioned to approve the 2018 Farmers' Market Vendor Contracts and Exhibits. Ms. Fawcett seconded the motion. The motion was unanimously carried.

C-14 Review/Approval of the Two Service Agreements

Mr. Erik Pearson, Facility Program Coordinator staff is seeking approval for two service agreements with; HFI for HVAC maintenance, and Koorsen Fire and Security for fire and security maintenance. These service contracts are in place to manage emergency or standard repairs and/or services as the need arises. The services agreements are for Allison-Jukebox Center and Banneker Community Center.

Mr. Hoffmann motioned to approve the two service agreements, HFI and Koorsen Fire and Security for 2018. Ms. Fawcett seconded the motion. The motion was unanimously carried.

C-15 Review/Approval of Partnership Agreement with Bloomington Junior League Baseball Association

Ms. Dee Tuttle, Sports Program Manager the Department wishes to continue its partnership with the Bloomington Junior League Baseball Association. The purpose of this agreement outlines a program partnership which will provide an affordable and effective youth baseball program, designed to introduce beginner's participants to the program as well as to provide for skill advancement, for the Bloomington community by combining available resources from each party to the agreement.

Changes have been made in regards to the batting cages. The automated batting cages will be demolished and replaced with the more modern and popular hitting tunnels. Allowing the Department to reclaim the green spaces.

The Board inquired would the Department install and own the tunnels. Would any income be generated from the hitting tunnels? Do we anticipate the need for hitting tunnels to be installed at Twin Lakes?

Ms. Tuttle responded yes, the Department would install and own the hitting tunnels. There will be no income generated from the hitting tunnels. The cost of the hitting tunnels would be approximately \$2,000 per tunnel. There would be four hitting tunnels. Two on each side and two teams would share a tunnel. The junior league has agreed to help with future replacement cost of the netting. The hitting tunnels are preferred by most coaches and players, this is the course of action most parks departments are taking. We do not anticipate the need for hitting tunnels at Twin Lakes.

Mr. Hoffmann motioned to approve the Partnership Agreement with Bloomington Junior League Baseball Association. Ms. Fawcett seconded the motion. The motion was unanimously carried.

C-16 Review/Approval of LEED Consultant Contract and Contract Addendum for Switchyard Park Project

Mr. Dave Williams, Operations Director the Department wishes to seek Leadership in Energy and Environmental Design (LEED) certification for the new Pavilion at Switchyard Park. The Department requires the services of a professional consultant to assist the Switchyard park lead design team Rundell Ernstberger (REA), to ensure we are meeting all LEED certification requirements. LEED certification is required by City Ordinance. The cost of these service is \$20,500, the consultant was selected through an RFP process.

Some minor changes to the Switchyard Park design requires a \$24,500 addendum to RFA design contract. Changes include redesign of the Splash Pad Mechanical/Restroom building HVAC system, redesign of the IT server room at the BPD sub-station building, and resubmittal of the Remediation Work Plan.

These contracts are through the Redevelopment Commission, funding is provided through TIF Bond.

Mr. Hoffmann motioned to approve the LEED Consultant Contract and Contract Addendum for Switchyard Park Project. Ms. Fawcett seconded the motion. The motion was unanimously carried.

D REPORTS

D-1. Operations Division – No Report

D-2. Recreation Division – No Report

D-3. Sports Division – Aquatics Annual Report

Ms. Chelsea Price, Program Coordinator presented the 2017 Aquatics Annual Report.

Bryan Park Pool

Scheduled

93 days/potential hours 744/actual hours 720

Admission

8787 Punch Passes

527 Fee Waiver

2493 Children Under 3

9279 Youth Daily

8495 Adult Daily

3211 EOS Camps

537 Parks Camps

Revenue

General Admission – 82,154

Punch Passes - \$113,066

Facility Rental - \$8,801

Other – 28,049.25

Concessions - \$40,529

Total Revenue – 272,600

Expenses

\$170,544

Swim Lesson Registrations

312 – Participation of 2496

Mills Pool

Scheduled

75 days/potential hour's 600/actual hours 576

Admission

1924 Punch Passes

852 Fee Waiver

598 Children Under 3

2193 Youth Daily

1828 Adult Daily

2086 EOS Camps

3716 Parks Camps

Revenue

General Admission - \$17,477.75

Punch Passes - \$11,437

Facility Rental - \$1,874

Other totaling - \$1,120

Total Revenue - \$31,908

Expenses

\$64,619

D-4 Administrative Division – No Report

ADJOURNMENT

Meeting adjourned at 4:55 p.m.

Respectfully Submitted,



Kim Clapp, Secretary Board of Park Commissioners