



CITY OF BLOOMINGTON
parks and recreation

A-1

06-26-2018

Board of Park Commissioners
Regular Meeting
Minutes

Tuesday, May 22, 2018
4:00 p.m. – 5:30 p.m.

Council Chambers
401 N. Morton St.

CALL TO ORDER

The meeting was called to order by Ms. Kathleen Mills at 4:04 p.m.

Board Present: Ms. Kathleen Mills, Mr. Les Coyne, Ms. Darcie Fawcett, and Mr. Joseph Hoffmann

Staff Present: Ms. Paula McDevitt, Mr. Dave Williams, Mr. John Turnbull, Ms. Becky Higgins, Ms. Kim Clapp, Ms. Leslie Brinson, Mr. Mark Marotz, Mr. Lee Huss, Ms. Hannah Buddin, Ms. Elizabeth Tompkins, Ms. Marcia Veldman, Mr. Steve Cotter, Ms. Joanna Sparks, Mr. Bill Ream, Ms. Barb Dunbar, Mr. Hsiung Marler, Ms. Chelsea Price, Mr. Erik Pearson, and Ms. Crystal Ritter.

A. PUBLIC HEARINGS/APPEARANCES

A. CONSENT CALENDAR

- A-1. Approval of Minutes of April 24, 2018 Meeting
- A-2. Approval of Claims Submitted April 23, 2018 through May 21, 2018
- 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. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

B. PUBLIC HEARINGS/APPEARANCES

B-1. Public Comment Period –

Mr. David Slaybaum approached the podium. Mr. Slaybaum inquired, on the status and timeline of a non-smoking ordinance, banning use of tobacco products in parks. Because we don't have tobacco products banned in the parks, people are still doing it in the parks. I'm here to follow up with the status and implementation time line for this.

Ms. Paula McDevitt, Administrator stated, this issue has been discussed. The Department is currently conducting research across the country, to see what best practices are being used. The Department will update the Board as soon as there is a recommendation.

The Board thanked Mr. Slaybaum for his time.

Ms. Alison Zook approached the podium. I am here today with Leslie Noggle, Brittany Friesner, we would like to thank the Board, and Mr. Dave Williams. The building of the Christian Zabriskie Memorial has recently been completed. The project began in 2012, and is located on the B-Line Trail just north off of Dodd Street. We thank you, for your support and cooperation in letting us do this project. To let us help in crafting new guidelines, to what it takes to put a sculpture and a piece of art on the B-Line Trail. We are very thankful to have made this memorial sculpture, and to be able to gift

it to the City. We hope that everyone will enjoy the memorial. Thank you for working with us, it has been a great experience, and we are very happy to honor our friend in this way. It wouldn't have been possible without your help.

We are dedicating the memorial this Friday, May 25th, at 6:00pm on site, at the B-Line. We are going to read, talk about Christian, and why we built the memorial. Family members will be in attendance to read a poem, and cut the ribbon. The community is welcome to join us at the ribbon cutting. Thank you.

The Board thanked Ms. Zook

Mr. Les Coyne commented, Christian's father, Mr. Rick Zabriskie was a member of this Board for several years. It was a great pleasure and honor to work with him, and have the opportunity to get to know him.

Mr. Joe Hoffman agreed with Mr. Coyne.

B-2. Bravo Award – None

B-3. Parks Partner Award – None

B-4. Staff Introduction-

Mr. Blake Richardson will be a 2018 summer Sports Intern, working with Mr. Erik Pearson at Banneker Community Center, and Mr. Scott Pedersen at Twin Lakes Sports Park. Mr. Richardson grew up in Bloomington, and is attending the University of Indianapolis, where he is studying sports management. Mr. Richardson hopes to be able to grow and expand his knowledge of sports management that applies to an area such as the Parks and Recreation Department.

Ms. Nancy Le will be a 2018 summer Intern, working with Ms. Jess Klein, Health and Wellness Coordinator. Ms. Lee graduated from Indiana University School of Public Health in 2018, with a Bachelor's in Community Health and a minor in Nutrition. Ms. Le looks forward to increasing her knowledge and experience, and hopes this internship will assist her in deciding what to do in the future within public health.

Mr. Zac Clark will be a 2018 summer Intern, working with Joanna Sparks, City Landscaper. Mr. Clark is attending Indiana University where he is studying, Outdoor Recreation, Parks, and Human Ecology. Mr. Clark is grateful for the opportunity to learn and serve the City of Bloomington and looks forward to gaining valuable insight, experience, and knowledge from the experienced staff in the Operations Division.

The Board welcomed the Interns to the Department.

C. OTHER BUSINESS

C-1. Review/Approval of Policy Changes for Cemetery Grave Decorations

Ms. Joanna Sparks, City Landscaper and Ms. Barb Dunbar, Operations Coordinator, the Department manages approximately 15,500 monuments and 30 acres in Rose Hill and White Oak Cemeteries. In order to maintain the highest level of grounds maintenance and safety, the department wishes to update the current policy for cemetery grave decorations. The public will be notified of these changes by the email contact list, Parks and Recreation website, Facebook page, press releases, and information will be posted at the entrance area to Rose Hill Cemetery. Staff recommends the approval of the proposed policy changes.

The Board inquired, if staff has reached out to the surrounding neighborhood. Inquired if annual plants may be planted. Recommended making sure all signage is appropriate for the site.

Ms. Sparks and Ms. Dunbar responded, staff will reach out to the surrounding community. Annual plants may be planted, especially peonies, any invasive plants will be removed. Staff will be extremely careful when selecting the kiosk.

Ms. Darcie Fawcett made a motion to approve the policy changes for cemetery grave decorations. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C 2. Review/Approval of Contract with Bruce Wilds Security for July 4th Parade

Mr. Bill Ream, Community Events Coordinator the Department wishes to provide the community with a well-organized and safe Fourth of July Parade. The Department requires the services of a professional consultant in order to provide security services at several designated areas in the parade staging area and along the parade route. The Department shall pay the contractor for all fees and expenses in an amount not to exceed \$2,499. Staff recommends the approval of this contract with Bruce Wilds Security.

Ms. Darcie Fawcett made a motion to approve the Contract with Bruce Wilds Security for the July 4th Parade. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-3 Review/Approval of Contract with Professional Golfcar Corporation

Mr. Bill Ream, Community Events Coordinator, the Department wishes to provide the community with a well-organized Fourth of July Parade. The Department requires the services of a professional consultant to provide rental of golf carts to staff during the parade activities. The Department shall pay contractor for all fees and expenses in an amount not to exceed \$500. Staff recommends the approval of this contract with Golfcar Corporation.

Ms. Darcie Fawcett made a motion to approve the contract with Professional Golfcar Corporation. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-4 Review/Approval of Partnership Agreement with Downtown Bloomington Inc. for July 4th Parade

Mr. Bill Ream, Community Events Coordinator, the Department wishes to provide the community with festivities on July 4th. This Agreement outlines a partnership which will combine available resources from each party, to provide an event designed to create a social and safe environment for the community to celebrate the Fourth of July. The event will be open to the general public at no cost. Staff recommends the approval of this Partnership with Downtown Bloomington Inc.

Ms. Darcie Fawcett made a motion to approve the Partnership Agreement with Downtown Bloomington Inc. for the July 4th Parade. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-5 Review/Approval of Contract with Big Bounce Fun House

Mr. Bill Ream, Community Events Coordinator, the Department wishes to provide entertainment for children at 2018 events. The Department requires the services of a professional consultant to provide rental, set up, and dismantle of bounce houses, and other equipment at various events throughout the 2018 season. The Department shall pay contractor for all fees and expenses in an amount not to exceed \$2,490. Staff recommends the approval of this contract with Big Bounce Fun House.

Ms. Darcie Fawcett made a motion to approve the contract with Big Bounce Fun House. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-6 Review/Approval of Contract with Southside Rental for Tent Rentals

Mr. Bill Ream, Community Events Coordinator, the Department wishes to provide the community with a Fourth of July Parade, and Holiday Market. The Department requires the services of a professional consultant to provide rental, deliver, set up, dismantle and removal of tables, chairs, stage risers, tents and other equipment at these events. The Department shall pay contractor for all fees and expenses in the amount not to exceed \$3,500. Staff recommends the approval of this contract with Southside Rental.

Ms. Darcie Fawcett made a motion to approve the contract with Southside Rentals. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-7 Review/Approval of Partnership Grant Agreement with Summer STAR Foundation for Banneker Summer Nature Days

Ms. Elizabeth Tompkins, Natural Resources Coordinator, there is an apparent need to provide wholesome and constructive educational and recreation activities to children in the Bloomington community, that will effectively contribute to the mental, physical, social and education enrichment of children. This Agreement outlines a partnership

which will combine resources from each party, to provide environmental educational programming at the Banneker Community Center for children in grades K-6. The goal of this program is to provide outdoor education experiences that connect children to nature in ways that increase their knowledge, interest and respect for the environment and natural spaces. Staff recommends the approval of this Partnership with Summer STAR Foundation.

Ms. Darcie Fawcett made a motion to approve the Partnership Agreement with Summer STAR Foundation for the Banneker Summer Nature Days. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-8 Review/Approval of Partnership Grant Agreement with Summer STAR Foundation for Griffy Lake Nature Days

Ms. Elizabeth Tompkins, Natural Resources Coordinator, there is an apparent need to provide wholesome and constructive educational and recreation activities to children in the Bloomington community, that will effectively contribute to the mental, physical, social and education enrichment of children. This Agreement outlines a partnership which will combine resources from each party, to provide environmental educational programming at Leonard Springs and Griffy Lake to fourth graders, in the Monroe County Public Schools. The goal of this program is to provide outdoor education experiences that connect children to nature in ways that increase their knowledge, interest and respect for the environment and natural spaces. Staff recommends the approval of this Partnership with Summer STAR Foundation.

Ms. Darcie Fawcett made a motion to approve the Partnership Grant Agreement with Summer STAR Foundations for Griffy Lake Nature Days. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-9 Review/Approval of Contract with Umphress Masonry, Inc.

Ms. Barb Dunbar, Operations Coordinator in order to maintain and preserve the walls at Rose Hill Cemetery, the Department wishes to make repairs to the South wall. The Department requires the services of a professional consultant to provide tuck-pint repairs and clean-up of debris (resulting from repair work) to the south wall of Rose Hill Cemetery. Department shall pay contractor for all fees and expenses in the amount not to exceed \$4,475. Staff recommends the approval of this contract with Umphress Masonry, Inc.

Ms. Darcie Fawcett made a motion to approve the Contract with Umphress Masonry, Inc. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-10 Review/Approval of Contract with Ann-Kriss, LLC for Operations Division

Ms. Barb Dunbar, Operations Coordinator due to age and weather, the exterior of Ross Hill Operations Office is in need of repair. The Department wishes to make the necessary repairs and requires the services of a professional consultant to provide exterior painting, to remove, dispose, and replace soffit, and to remove, dispose, and install new gutters and downspouts to the office building located at 930 W. Fourth St., Bloomington, IN. The Department shall pay contractor for all fees and expenses in the amount not to exceed \$5,957.58. Staff recommends the approval of this contract with Ann-Kriss, LLC.

Ms. Darcie Fawcett made a motion to approve the Contract with Ann-Kriss, LLC. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-11 Review/Approval of Nashville Party Rental, Inc. for Event Tents

Ms. Marcia Veldman, Program/Facility Coordinator, the Department wishes to host the Homegrown Indiana Farm Tour at Harvest Moon Flower Farm on July, 15, 2018. The Department requires the services of a professional consultant to provide delivery, set up, and pick up of rental tents, tables and chairs at the event. The Department shall pay contractor for all fees and expenses in the amount not to exceed \$1,200. Staff recommends the approval of the contract with Nashville Party Rental, Inc.

Ms. Darcie Fawcett made a motion to approve the Agreement with Nashville Party Rental, Inc. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-12 Review/Approval of Contract with Bartlett Tree Experts for Ash Tree Treatment

Mr. Lee Huss, Urban Forester to continue the battle against the Emerald Ash Borer, the Department wishes to provide treatment to Ash trees at various locations. The Department requires the services of a professional consultant to perform

the second systematic root flare injection treatment to selected Ash trees to help suppress Emerald Ash Borer. The Department shall pay Contractor for all fees and expenses in an amount not to exceed \$4,326. Staff recommends the approval of this contract with Bartlett Tree Experts.

The Board inquired if there has been progress with this issue. How many trees will be treated? What is the name of the chemical being used?

Mr. Huss stated the best preventative measurement, is this injection system. Three years seem to be working for this type of treatment. The Department continues to remove and replace Ash trees of poor quality. Approximately 55 trees will be treated with this contract. The common name for this chemical is Tree-age, it is a restricted use chemical, is a closed system, and it is not sprayed. Eventually the insect will move on.

Ms. Darcie Fawcett made a motion to approve the Contract with Bartlett Tree Experts for Ash Tree Treatment. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-13 Review/Approval of Bluestone Tree for Tree Removals

Mr. Lee Huss, Urban Forester due to damage and hazardous conditions, the Department wishes to have several dead and hazardous trees removed. The Department requires the services of a professional consultant to remove trees in difficult areas, and remove all debris. The Department shall pay Contractor for all fees and expenses in an amount not to exceed \$17,050. Staff recommends the approval of this contract with Bluestone Tree.

Ms. Darcie Fawcett made a motion to approve the Contract with Bluestone Tree for tree removals. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-14 Review/Approval of Contract with Mominee Tree for Tree Pruning Services

Mr. Lee Huss, Urban Forester in order to maintain trees, the Department wishes to have selected trees pruned in four of the Department's parks. The Department requires the services a professional consultant to perform crown clean pruning, structural pruning, removal of deadwood, raise pruning, and removal of all debris created from operations. These trees are high risk trees or are in areas with a high concentration of public activity. The Department shall pay Contractor for all fees and expenses in an amount not to exceed \$6,560. Staff recommends that approval of this contract with Mominee Tree.

Ms. Darcie Fawcett made a motion to approve the Contract with Mominee Tree for tree pruning services. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-15 Review/Approval of Contract with Tree Guy for Tree Treatments

Mr. Lee Huss, Urban Forester to encourage root system repair the Department wishes to treat five Pin Oaks, and provide trunk injections on two Ash trees for Emerald Ash Bore prevention. The Department requires the services of a professional consultant to provide treatment to the selected trees located at Park Ridge Park and Bryan Park. The Department shall pay Contractor for all fees and expenses in an amount not to exceed \$1,868. Staff recommends the approval of this contract with Tree Guy, Inc.

During the Summer Sampler event at Bryan Park, for public demonstration, Tree Guy will administer an injection treatment to an Ash tree. There will be a section called "Stop by to Ask the Expert", DNR Representatives, members of the Tree Commission and myself will be available to answer questions.

Ms. Darcie Fawcett made a motion to approve the Contract with Tree Guy for tree treatments. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-16 Review/Approval of Contract with Environmental Property Assessment

Mr. Dave William, Operations Director in order to consider the possibility of accepting the donation of private property, the Department wishes to have a Phase I Assessment completed. The Department requires the services of a professional consultant to perform an Environmental Phase I Assessment, Title Search, and Property Appraisal. The Department shall pay Contractor for all fees and expenses in an amount not to exceed \$2,100. Staff recommends the approval of this contract with Environmental Property Assessment.

Ms. Darcie Fawcett made a motion to approve the Contract with Environmental Property Assessment. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-17 Review/Approval of B-Line Trail Utility Easement

Mr. Dave Williams, Operations Director staff recommends the approval of a utility easement, crossing the B-Line Trail, for the Pedcor affordable housing development project, at 611 N. Rogers Street. In February, an encroachment permit was approved by the Board for this development. Two crossings under the trail are required for connection to the City of Bloomington Utilities infrastructure. Pedcor is aware, an Environmental Convenient covers this property, and all excavated material must be disposed of properly and legally. Pedcor will submit manifest documents, providing the location of the disposed waste.

Ms. Darcie Fawcett made a motion to approve the B-Line Trail Utility Easement. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-18 Review/Approval of Alcohol Permit submitted by WCLS Radio

Ms. Crystal Ritter, Community Events Coordinator on September 22, 2018, Mid-America Radio Group Bloomington (WCLS Radio) will be holding a special event at Waldron, Hill, and Buskirk Park, known as the 2018 WCLS Fest. WCLS Radio has requested approval to sell beer/wine at this event. The event organizers are prepared to adhere to all local and state laws, along with any rules and regulation from Bloomington Parks and Recreation. Once approved, organizers will apply for the temporary beer/wine permit from the State of Indiana, Alcohol & Tobacco Commission. Organizers will provide a copy of the state permit to the Department prior to the event. WCLS Radio will be assessed an alcohol permit fee of \$200, or ten percent of gross, whichever is greater. Brock Security will be used for this event. Staff recommends the approval of this request.

The Board commented, this looks somewhat similar to other events held in this Park, where the sale of beer and wine were approved.

Ms. Ritter replied, yes, it is very similar. Organizers researched and structured this event from previous successful events held in the park.

Ms. Darcie Fawcett made a motion to approve the Alcohol Permit Request for WCLS Radio. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-19 Review/Approval of Partnership Agreement with Middleway House for Use of Mills Pool.

Ms. Chelsea Price, Aquatics Coordinator Middle Way House provides shelter for women and children fleeing violence at home. This Agreement outlines a partnership which will combine resources from each party, to allow Middleway House use of Ralph Mills Swimming Pool at a discount rate for its summer day camp programs. There has been some slight changes to the Agreement. In past years Middle Way House purchased punch passes. This year participants, if they qualify, will obtain and use pool fee waivers. Middle Way House will be billed at the end of the season for those participant not eligible for pool fee waivers.

The Board inquired, will these changes be assessed at the end of the season. It is important to be as helpful as possible in this agreement. Is there a limit to how often participants can use the pool?

Ms. Price responded, yes, this process will be evaluated at year end. The Department has communicated to Middleway House, if this system does not work, we can revert back to punch passes. Pool fee waivers will give the participants the opportunity to use the pool outside of when Middleway comes, this will be more beneficial to the families. There is no limit to how often pool fee waivers can be used.

Ms. Darcie Fawcett made a motion to approve the Agreement with Middleway House for Use of Mills Pool. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

C-20 Review Approval of Contract with Freiji-RSC Engineered Solutions for Services at Frank Southern Center

Mr. Hsuing Marler, Sports Facility/Program Manager due to age and condition, the Department wishes to have the Screw Compressor #1 rebuilt at Frank Southern Ice Arena. This is the main compressor, and must be used at the startup of the season. The Department requires the services of a professional consultant to preform removal of the compressor, shipment to Frick for rebuild, transport back to Frank Southern Ice Arena, reinstall compressor, add oil & filter, start and test compressor, and vibration analysis for future testing. The Department shall pay contractor for all fees and expenses in an amount not to exceed \$19,208.54. Staff recommends the approval of this contract with Freiji-RSC Engineered Solutions.

The Board inquired to the age of the compressor. Would it be better to replace the unit?

Mr. Marler responded the compressor is eleven years old, and is four years past life expectancy. The cost of replacing the unit would be extremely high. A rebuilt compressor is expected to last another seven years. The life cycle of the rebuilt compressor would be more than enough to offset the cost of a new unit.

Ms. Darcie Fawcett made a motion to approve the contract with Freiji-RSC Engineered Solutions for services at Frank Southern Ice Center. Mr. Joe Hoffmann seconded the motion. Motion unanimously carried.

D REPORTS

D-1. Recreations Division – Smithville Foundation Grant Award

Mr. Erik Pearson, Facility Program Coordinator, staff is pleased to announce, Baneker has been awarded a \$10,000 Grant through the Smithville Charitable Foundation, to help with staffing cost for the upcoming Baneker Camp program. This program continues to grow and set records. Staff was fortunate to be able to apply for this back in March, and were awarded this amount in April. The grant will cover rec-leader and building supervisor positions. Staff is thankful for this opportunity, and looks forward to using the funds to continue to develop the program and become more efficient with the growth that it continues to show.

The Board inquired about the growth of the program, does staff anticipate higher attendance this year.

Mr. Pearson responded, there is really no way of knowing what the actual numbers will be. Through the USDA Summer Food Service Grant Baneker is an open site, which means there are weekly registrations. Each Friday, families sign up for the following week. Staff handed out information forms ahead of time, and have already received 75 returned informational forms. Staff anticipates the program will continue to grow, and is humbled to by this. The Smithville Charitable Foundation has been a pleasure to work with, and was very generous in working with us through this grant process.

The Board congratulated Erik and Staff.

D-3. Sports Division – No Report

D-4 Administrative Division – None

Ms. Paula McDevitt, Administrator the Department would like to thank Ms. Kathleen Mills for her remarks at the Switchyard Park Ground Breaking. The Department was very pleased with the kickoff event, and is very excited this project is officially underway.

This morning, the Department participated in a bicentennial tree planting at Fairview School. The Department and the Tree Commission, jointly received a \$1,200 donation from the Archer Foundation. This funding will allow a bicentennial tree to be planted at every MCCSC School.

The Department has been named a finalist for National Recreation Park Association, National Gold Medal Award for excellence in Park and Recreation Management. The Department received this award eleven years ago, and has reapplied. The Department is happy to be named a finalist, we are one of four communities in our class that will be considered for this award. The Gold Medal will be awarded in September, at the NRPA Conference which will be held in Indianapolis.

A five minute online video about the Department, must be submitted by June 4th. The video will be based off the application, which the staff was fully participatory in the answers. The finished video product, will be presented to the Board at the next Board meeting, on June 26, 2018.

ADJOURNMENT

Meeting adjourned at 5:00 p.m.

Respectfully Submitted,



Kim Clapp, Secretary Board of Park Commissioners