



**A-1**  
**12-10-2018**

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Board of Park Commissioners  
Regular Meeting  
Minutes

Tuesday, November 27, 2018  
4:03 p.m. – 5:30 p.m.

Council Chambers  
401 N. Morton St.

**CALL TO ORDER**

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

**Board Present:** Kathleen Mills, Les Coyne, Joseph Hoffman, and Darcie Fawcett

**Staff Present:** Paula McDevitt, Dave Williams, John Turnbull, Julie Ramey, Kim Clapp, Lee Huss, Leslie Brinson, Sarah Owen, Erik Pearson, Barb Dunbar, Joanna Sparks, Amy Shrake, and Hannah Buddin

**A. CONSENT CALENDAR**

- A-1. Approval of Minutes of October 23, 2018 meeting
- A-2. Approval of Claims Submitted October 23<sup>rd</sup> through November 26<sup>th</sup>
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus

**B. PUBLIC HEARINGS/APPEARANCES**

**B-1. Public Comment Period** – None

**B-2. Bravo Award** – Shani Middleton-Ayers and Shelby Thomaston

*Sarah Owen, Community Relations Coordinator* Bloomington Parks and Recreation Department would like to recognize Indiana University's R410-Event Planning students Shani Middle-Ayers and Shelby Thomaston for their exceptional work planning and organizing the 2018 Skate & Scare. The Department is incredibly grateful to these two young women for their time and commitment to this event.

**B-3. Parks Partner Award** – None

**B-4. Staff Introduction** – None

**C. OTHER BUSINESS**

**C-1. Review/Approval of Electric Scooter Interim Operating Agreements – Bird and Lime**

*Mike Rouker, City Attorney* for the safety and well-being of the Bloomington Community, the City wishes to establish operating agreements with Bird and Lime. During September 2018, these companies deployed hundreds of electric scooters in Bloomington. The Agreement establishes interim terms and conditions governing the Company's electric scooter operations within the City. Because the agreements allow scooters to be staged and operated in City parks, the

Board of Park Commissioners must approve the agreements. The agreements are intended to serve as an interim measure governing electric scooters while the city explores the possibility of enacting long-term scooter legislation.

The Board inquired if the scooters can be staged in parks and trails?

Mike Rouker responded yes, they will be permitted to stage them in parks and on trails. The companies must comply with the terms of the agreement when staging scooters in these areas.

The Board inquired how will the scooter companies convey the restrictions and requirements to the users.

Mike Rouker responded that is part of the outreach plan. Under the agreement, the companies are required to have Bloomington specific rules that each user will be notified of prior to first use.

The Board inquired what device will be implemented to police this issue. Will it be by complaints or the police department?

Mike Rouker responded by both methods. The community is encouraged to directly contact the companies if they see scooters inappropriately staged, they can also send a U-report. City employees will not be dedicated to police scooters, but if staff sees inappropriately staged scooters they can move them or call in the issue.

The Board inquired on the cost these scooters cause to the City.

Mike Rouker responded the City looked at what possible expenses would be incurred from infrastructure and enforcement. A fee was set to cover these estimated additional expenses.

The Board inquired much of this agreement has nothing to do with Parks, are we voting only on the parks sections.

Mike Rouker responded, the Board will be voting on the areas of the agreement that fall under Parks jurisdiction.

The Board inquired in cities where the use of scooters is regulated, has the scooter rider behavior improved.

Mike Rouker responded that is a phenomenon that is seen. The longer the scooters are around, the use of the scooters improves.

The board inquired on the fee structure.

Mike Rouker responded there is a flat fee not a graduated system. If the companies are not responsive to complaints, we would look at terminating the agreement.

The Board inquired if City personnel has the right to move these scooters.

Mike Rouker responded the agreement does not give staff the right to move the scooters, but employees do have the right to move the scooters as an encroachment on property.

Darcie Fawcett made a motion to approve the Scooter Agreements with Bird and Lime. Les Coyne seconded the motion. Kathleen Mills any public comments or questions, seeing none. Motion unanimously carried.

## **C-2 Review/Approval of 2019 Non Reverting Budget**

Paula McDevitt, Administrator, the Non-Reverting Fund was established as an “enterprise fund” and is developed with a zero-based budget model. The fund allows flexibility to meet customer interest and reduces reliance on the General Fund tax base. The fund incorporates input from staff specialist, supervisors, coordinators, managers and division directors.

Ms. McDevitt presented the 2019 Non-Reverting Budget.

Category 1 – Personnel \$507,329

Increase in regular full time wages – 2%

Increase in seasonal wages

Attendant, Laborer I – 11.36/hour

Leader - \$11.80-\$12/hour

Lifeguard - \$12.16 - \$12.36/hour

Supervisor/Laborer II - \$13-\$13.20/hour

Staff Assistant - \$14.74 - \$14.94/hour

Specialist – \$15-\$50/hour

Category 2 – Supplies – \$316,835

Decreased \$74,465 (19%) – in concessions, other repairs and maintenance, and uniform and tools.

Category 3 – Other Services – \$1,020,515

Decreased \$214,910 (17%) in telephone, postage, printing, advertising, other repairs, rental, principal (TLRC), bank charges, lease payments, dues and subscriptions, liability/causality premiums and temporary contractual employees.

Total 2019 Non-reverting fund request is \$1,844,679 a decrease of \$320,810. Projected revenue is \$2,466,581.

2018 beginning Non-reverting balance was \$2,228,654, current balance as of 11/14/2018 is \$2,053,385.

*Darcie Fawcett* made a motion to approve the 2019 Non Reverting Budget. *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

**C-3 Review/Approval of Service Agreement with iShine Cleaning**

*Erik Pearson, Facility/Program Coordinator* the Department wishes to provide well maintained facilities to the Bloomington Community. The Department requires the services of a professional consultant to provide cleaning services at Banneker Community Center and Frank Southern Ice Arena. Staff recommends the approval of this service agreement with iShine Cleaning, fees and expenses are not to exceed \$5,800.

*Darcie Fawcett* made a motion to approve the Service Agreement with iShine Cleaning. *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

**C-4 Review/Approval of Service Agreement with Plymate, Inc.**

*Erik Pearson, Facility/Program Coordinator* the Department wishes to provide well maintained facilities to the community. The Department requires the services of a professional consultant to provide routine mat cleaning and mat replacement services at Banneker Community Center, Frank Southern Ice Arena, and Alison Jukebox. Staff recommends the approval of this service agreement with Plymate, Inc., fees and expenses are not to exceed \$2,705.

*Darcie Fawcett* made a motion to approve the Service Agreement with Plymate. *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

**C-5 Review/Approval of Service Agreement with Koorsen Fire and Security**

*Erik Pearson, Facility/Program Coordinator* the Department wishes provide safe and well maintained facilities to the community. The Department requires the services of a professional consultant to provide quarterly inspection of fire and security alarms, provide monitoring services, and suggest maintenance and repairs of systems at Banneker Community Center. Staff recommends the approval of this service agreement with Koorsen Fire and Security, fees and expenses are not to exceed \$2,400.

*Darcie Fawcett* made a motion to approve the Service Agreement with Koorsen Fire and Security. *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

**C-6 Review/Approval of Contract Addendum with Green Dragon Lawn Care (Primary Sites)**

*Joanna Sparks, City Landscaper* the Department wishes to provide well maintained parks for the community to enjoy. The Department requires the services of a professional consultant to provide mowing services at 24 locations throughout

the 2019 season. Staff recommends the approval of contract addendum with Green Dragon Lawn Care. All fees and expenses are not to exceed \$60,450.

*Darcie Fawcett* made a motion to approve the Contract Addendum with Green Dragon Lawn Care (Primary Sites). *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

#### **C-7 Review/Approval of Contract Addendum with Green Dragon Lawn Care (Secondary Sites)**

*Joanna Sparks, City Landscaper* the Department wishes to provide well maintained parks for the community to enjoy. The Department requires the services of a professional consultant to provide mowing services at 13 locations throughout the 2019 season. Staff recommends the approval of contract addendum with Green Dragon Lawn Care. All fees and expenses are not to exceed \$51,610.

*Darcie Fawcett* made a motion to approve the Contract Addendum with Green Dragon Lawn Care (Secondary Sites). *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

#### **C-8 Review/Approval of Contract with EcoLogic**

*Joanna Sparks, City Landscaper* the Department wishes to remove invasive plant species in Giffy Lake Nature Preserve, and to begin the implementation of the 10 Year Vegetation Management Plan for Millers-Showers Park. The Department requires the services of a professional consultant to perform vegetation management services at both locations. Staff recommends the approval of this contract with EcoLogic in the amount of \$20,495.

*Darcie Fawcett* made a motion to approve the Contract with EcoLogic. *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

#### **C-9 Review/Approval of Contract Addendums with Woods Electric**

*Barb Dunbar, Operations Office Coordinator* the Department and Woods Electrical Contractor's entered into a Service Agreement in November 2017 for electric service and repairs. The original agreement was Four Thousand Nine Hundred Ninety Nine Dollars (\$4,999). On August 21, 2018 the compensation was amended to Eight Thousand Dollars (\$8,000). In 2018, the Department has experienced more breakdowns and vandalisms than estimated, and is requesting the compensation be increased to not to exceed \$15,000. All other terms of the Agreement are still intact.

*Darcie Fawcett* made a motion to approve the Contract Addendum with Woods Electric. *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

#### **C-10 Review/Approval of 2019 Event Permit Applications Changes**

*Crystal Ritter, Community Events Coordinator*, staff recommends the approval of the changes to the 2019 applications for special event permits, trails special event permit, mobile stage rental and alcohol guidelines. Updates to the applications and permits include: the Alcohol guidelines were updated to reflect Indiana laws, and to make "beer and wine sales" only more clear. A weather contingency plan and on-site supervisor contact information were added to the parks special use and tail special use permits. Updates to prices as approved in the 2019 Price Schedule.

*Darcie Fawcett* made a motion to approve the 2019 Event Permit Applications. *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

#### **C-11 Review/Approval of Contract with Fox Construction for Bryan Pool and Mills Pool Improvements**

*John Turnbull, Sports Director* the Department wishes to maintain Bryan Pool and Mills Pool in good working condition. The Department requires the services of a professional consultant to provide necessary electrical and mechanical renovations at both locations. Two bids were received, Boyle Construction submitted a bid of \$643,346 and Fox Construction, Inc. submitted a bid for \$329,460. Staff recommends the approval of the contract with Fox Construction.

*Darcie Fawcett* made a motion to approve the Contract with Fox Construction for Bryan Pool and Mills Pool improvements. *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion

unanimously carried.

**C-12 Review/Approval of Contract with Schmidt Associates Inc. for HVAC design at TLRC**

*John Turnbull, Sports Director* to become more energy efficient, lower cost, and maintain Twin Lakes Recreation Center in good working condition, the department wishes to upgrade the HVAC system. The Department requires the professional services of a consultant to provide mechanical and electrical design services for this project. Staff recommends the approval of this contract with Schmidt Associates, Inc. in the amount of \$35,000.

*Darcie Fawcett* made a motion to approve the Contract with Schmidt Associates Inc., for HVAC design. *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried

**C-13 Review/Approval of Contract Addendum with Freije RCS Engineered Solutions**

*John Turnbull, Sports Director* the Department entered into a contract with Freije RCS Engineered Solutions on June 26, 2018, to install a warning system at Frank Southern Center that among other things, would notify staff of a compressor malfunction. Per the advice of the City of Bloomington Information Technology Services Department, staff is requesting to amend the contract, upgrading the compressor warning system from an analog call out unit to a digital call out unit. The addendum is for \$1,624.29.

*Darcie Fawcett* made a motion to approve the Contract Addendum with Freije, RCS Engineered Solutions. *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried

**C-14 Review/Approval of Policy Change Cascades Golf Course Advisory Council Guidelines**

*John Turnbull, Sports Director* staff recommends the approval of this Advisory Council Policy to reinstate the Cascades Golf Course Advisory Council. The Advisory Council was active from the late 1990's through 2004. The Advisory Council fulfilled its role and no longer saw value in meeting. With the major changes in the golf market and changes at Cascades Golf Course, there is once again a need for an Advisory Council.

The Board requested that preference be given to city residents for this Advisory Council.

*Darcie Fawcett* made a motion to approve the policy change Cascades Golf Course Advisory Council Guidelines. *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried

**C-15 Review/Approval of Contract Bluestone Tree for Winter Tree Removal**

*Lee Huss, Urban Forester* the Department wishes to remove several hazardous and dead trees. The Department requires the services of a professional consultant for the removal of trees and debris at the following locations: W. Country Club Drive, 106 E. Kirkwood Ave, 508 E. Cottage Grove Ave, and 1410 E. Hillside Dr. Staff recommends the approval of this contract with Bluestone Tree in the amount of \$9,800.

*Darcie Fawcett* made a motion to approve the Contract with Bluestone Tree. *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried

**C-16 Review/Approval of City of Bloomington Utilities for Utility Easements for Switchyard Park**

*Dave Williams, Operations Director* the City of Bloomington Utilities Department has requested two utility easements for their South Central Interceptor. Staff recommends the approval of the perpetual easements and right-of-ways across and beneath the Switchyard Park to allow for the purposes of constructing, installing, maintaining, repairing and replacing lines as necessary.

Board inquired this doesn't inhibit us from having pavement placed in this area.

*Dave Williams responded* no it does not. This easement did not affect the park design. With this type of infrastructure, there is usually very little upkeep. Staff feels we will be able to work with Utilities, giving them the necessary access for future repairs.

*Darcie Fawcett* made a motion to approve the CBU Utility Easements for Switchyard Park. *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried

### **C-17 Review/Approval of Contract with Monroe Owen Appraisal for Property Appraisal**

*Dave Williams, Operations Director* the Department wishes to have a former rail road corridor, which is of no use to the Department, declared as surplus. The Department requires the services of a professional consultant to conduct a real estate property appraisal at 1850 S. Walnut Street. Interest to purchase this property has been shown from a property owner. Staff recommends the approval of this contract with Monroe/Owen Appraisal in the amount of \$1,500.

The board inquired if we know why the property owner is interested in purchasing this property, and if the sale would adversely affect the park.

Dave Williams responded there is potential for future demolition and reconstruction. Perhaps the new residential development would include a bridge back to the park. The sale would not adversely affect the park.

*Darcie Fawcett* made a motion to approve the Contract with Monroe Owen appraisal. *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried

### **C-18 Review/Approval of Land Donation**

*Agenda item was removed.*

### **C-19 Review of 2019 Price Schedule**

*Paula McDevitt, Administrator* at the October 23, 2018 meeting the Board was presented with a draft of the 2019 Price Schedule. We are once again presenting the changes and requesting approval of the 2019 Price Schedule.

John Turnbull, Sports Division Director approached the podium.

We would like to present three additional suggestions for possible pool pricing.

One - season pass, research more in depth.

Two – honor any unused punch pass the next year.

Three - make pool fee waiver more accessible and increase marketing of this item. 412 pool fee waivers were issued in 2018.

The current punch pass system is as follows: the 10 punch pass takes entrance down to \$5.00, the 20 punch pass takes entrance down to \$4.75, and the 50 punch pass takes entrance down to \$4.25.

The Board responded they would like to see more options to keep pool entrance fees lower, and review of the pools placement on the pricing pyramid.

*Dave Williams, Operations Director approached the podium and presented 2019 price changes for the Operations Division.*

#### **Natural Resources**

Changes include:

##### *Under Educational Program*

- Increase private groups from \$22/hr. to \$25/hr.

#### **Operations Services – Shelter Rentals**

Changes include:

##### *Under Shelter Rental*

- Increase all shelter rentals \$3.00 from a range of \$50 - \$88 to a range of \$53 - \$91

*Paula McDevitt, Administrator presented 2019 price changes for the Recreation Division.*

#### **Administrative Services – Equipment Rental, Adult Programs, and Inclusive Recreation**

Changes include:

##### *Under Adult Programs*

- Youth Sailing Camp – In City increase from \$7 – \$250 to \$7 – \$350

- Youth Sailing Camp - Out of City increase from \$7 – \$313 to \$7 – \$663
- Adult Sailing Instruction - In City increase from \$7 – \$250 to \$7 – \$600
- Adult Sailing Instruction - Out of City increase from \$7 – \$313 to \$7 - \$663

#### Community Events – April/November Farmers’ Market

Changes include:

##### *Under November Farmers’ Market*

- Changed from based on 3 regular Market days to 4 regular Market days in November
- Changed Holiday Market from 4<sup>th</sup> to 5<sup>th</sup> Market Day in November
- Increase large space application fee from \$54 to \$72
- Increase large space application fee senior or youth from \$36 to \$48
- Increase small space application fee from \$30 to \$40
- Increase small space application fee senior or youth from \$21 to \$28

#### Youth Programs – Facility Rental, Programs, Classes, and Special Events

Changes include:

##### *Under Facility Rental*

- Increase Activity rooms Category A from \$30 to \$35
- Increase Activity rooms Category B from \$40 to \$45
- Increase Activity rooms Category C from \$50 to \$55
- Increase restroom only with park use Category A from \$25 to \$30
- Increase restroom only with park use Category B from \$35 to \$40
- Increase restroom only with park use Category C from \$45 to \$50
- Increase whole building Category A from \$50 to \$55
- Increase whole building Category B from \$60 to \$65

##### *Under Program /Classes Special Events*

- Increase Kid City Break Days - In City from \$35 to a range of \$35 - \$45 per day\*
  - Increase Kid City Break Days - Out of City from \$35 to a range of \$35 - \$50 per day\*
- \*Range allows for increase next fall when school begins

*Darcie Fawcett* made a motion to approve the 2019 Price Schedule with the exception of the aquatics fees. *Les Coyne* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried

## **D REPORTS**

D-1. Operations Division – None

D-2 Recreations Division – Allison Jukebox (AJB)

*Amy Shrake Program/Facility Coordinator approached the podium and presented the 2018 AJB report.*

- Kid City is accredited by American Camp Association
- Currently serves a maximum of 91 campers per week
- Grades k-10 operates out of AJB
- Kid City partners with Ivy Tech summer programs
- 2018 was the 25<sup>th</sup> Anniversary of Kid City
- 2018 Kid City Original total participation 437, average per week 49, and unique campers 123
- 2018 Kid City Quest total participation 245, average per week 27, and unique campers 74
- 2018 Kid City Counselors in Training total participation 32, average per week 5, and unique campers 8
- 2018 Ivy Tech Ivy Arts total participation 61, average per week 8, and unique campers 53
- 2018 Ivy Tech College for Kids total participation 17, average per week 4, and unique campers 14
- Registration for Kid City Summer Camp 2019 begins March 1, 2019

D-3 Sports Division – None

D-4 Administration Division – None

**ADJOURNMENT**

Meeting adjourned at 5:28 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