



A-1  
**2-26-19**

Board of Park Commissioners  
Regular Meeting  
Minutes

Tuesday, January 22, 2019  
4:00 p.m. – 5:16 p.m.

Council Chambers  
401 N. Morton St.

**CALL TO ORDER**

The meeting was called to order by Kathleen Mills at 4:00 p.m.

**Board Present:** Kathleen Mills, Les Coyne, and Lisa Thatcher

*Kathleen Mills* introduced new Park Board member Lisa Thatcher.

**Staff Present:** Paula McDevitt, John Turnbull, Becky Higgins, Julie Ramey, Mark Marotz, Kim Clapp, Leslie Brinson, Sarah Owen, Barb Dunbar, Joanna Sparks, Hannah Buddin, Sarah Mullin, Darren Eads, Marcia Veldman, Elizabeth Tompkins, and Crystal Ritter

**A. CONSENT CALENDAR**

- A-1. Approval of Minutes of December 10, 2018 meeting
- A-2. Approval of Claims Submitted December 10<sup>th</sup> through January 25<sup>th</sup>.
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus

*Les Coyne* made a motion to approve the consent calendar. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried

**B. PUBLIC HEARINGS/APPEARANCES**

**B-1. Public Comment Period** – None

**B-2. Bravo Award** – Teri Watkins

*Sarah Owen, Community Relations Coordinator* the Department would like to recognize Teri Watkins for her long term service to Parks and Recreation. Teri has become an integral volunteer at the Holiday Market, as well as volunteering at Saturday Farmers' Market. Teri has excellent organization skills, and the ability to communicate in a warm and friendly manner with the public. Teri is someone the Department can reliably reach out to when in need of volunteers. The Department is delighted to recognize Teri Watkins as the January BRAVO Award recipient.

The Board thank Teri Watkins for the time she has given to Parks and Recreation.

**B-3. Parks Partner Award** – None

**B-4. Staff Introduction** – None

## **C. OTHER BUSINESS**

### **C-1. Review/Approval of Resolution 19-01 to Appropriate the Parks Non-Reverting Fund**

*Ms. Paula McDevitt, Administrator*, the Department recommends the approval of Resolution 19-01, funds will be made available for appropriation in the Parks Non-Reverting Operating funds as result of fees, charges, donations and grants monies collected. This if for Fiscal Year January 1, 2019 to December 31, 2019 in the amount of \$1,870,519 and will be used for program budgets.

Les Coyne motioned to approve Resolution 19-01 Appropriating Parks Non-Reverting Expenditures for the 2019 Fiscal Year. Lisa Thatcher seconded the motion. Kathleen Mills any public comments or questions, seeing none. The motion was unanimously carried. 3 ayes, 0 noes, 1 absent.

### **C-2 Review/Approval of Addendum to Lease Contract and Memorandum with South Central Indiana Housing Opportunities – Switchyard Apartments, LLC.**

*Paula McDevitt, Administrator* on December 15, 2017, the department entered into a lease agreement with South Central Indiana Housing Opportunities Corporations – Switchyard Apartments, LLC (SCIHO-SYA, LLC). BPRD and SCHIO-SYA, LLC wish to amend the Agreement to clarify that SCIHO-SYA, LLC is leasing only Lot 2, to incorporate the name of the lender has changed from “BloomBank” to MutualBank”, and to change the construction commencement date from September 30, 2018 to February 28, 2019. All other terms of the Agreement (entered into on December 15, 2017) are still intact. Staff recommends the approval of this Addendum.

*Debora Meyers approached the podium*, SCIHO is an independent 501c3 with a mission to expand housing opportunities for low and moderate income households in the Bloomington/Monroe community and the five surrounding counties.

*Les Coyne* made a motion to approve the Addendum to Lease Contract and Memorandum with South Central Indiana Housing Opportunities – Switchyard Apartments, LLC. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

### **C-3 Review/Approval of Addendum to the 2019 Special Use Permit Application**

*Crystal Ritter, Community Events Coordinator* on November 27, 2018 the Board of Park Commissioners approved the 2019 Special Use Permit Application. The department would like to amend the application to include a section informing permit applicants of the Amusement and Entertainment Permit and safety inspection. The added section was requested by the Indiana Department of Homeland Security. Staff recommends the approval of this Addendum.

*The Board inquired* if this was a separate permit, and if it is anticipated many events will require this permit and inspection.

*Crystal Ritter responded* this is a separate application that is applied for through Indiana Department of Homeland Security. If an event would require this type of permit, it is the responsibility of the event organizer to follow the appropriate steps. Some events will require this event, it will mostly be the larger events similar to Lotus in the Park or Garlic Fest.

*Les Coyne* made a motion to approve the Addendum to the 2019 Special Use Permit Application. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

### **C-4 Review/Approval of Addendum to KingSnake Sound Company Contract**

*Crystal Ritter, Community Events Coordinator* the Department wishes provide engineering services and sound equipment at 2019 community events. The Department requires the services of a consultant to provided engineering services, set-up and tear-down of sound equipment, and sound equipment rental. Staff recommends this contract with KingSnake Sound Company. Payment not to exceed \$1,625.

*Les Coyne* made a motion to approve the addendum to KingSnake Sound Company Contract. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

#### **C-5 Review/Approval of the 2019 A Fair of the Arts Exhibitor Agreement**

*Crystal Ritter, Community Events Coordinator* the Department wishes to hold an arts and craft fair, where local and regional artist display, demonstrate, and sell their art. Artist for the A Fair of the Arts are selected by a jury process. The Department recommends approval the template for the 2019 A Fair of the Arts Exhibitor Agreement & Exhibitor Information. This agreement outlines the policies and exceptions of the artists and department. There are no significant changes to this year's contract.

*Les Coyne* made a motion to approve the 2019 A Fair of the Arts Exhibitor Agreement. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

#### **C-6 Review/Approval of the 2019 Performing Arts Series Performance Agreement**

*Crystal Ritter, Community Events Coordinator* the Department wishes provide the community with free concerts in the parks through the Performing Arts Series. Staff recommends the approval of the template agreement for the 2019 Performing Arts Series Performance Artist Agreement. This agreement outlines the policies and expectations of the performing artists as well as that of the Parks and Recreation Department. There have been no significant changes to this year's contract.

*Les Coyne* made a motion to approve the 2019 Performing Arts Series Performance Agreement. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

#### **C-7 Review/Approval of Partnership Agreement with Hilltop Garden**

*Sarah Mullin, Community Gardens Specialist* the Department wishes to continue the partnership with Hilltop Garden at Indiana 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. Staff recommends the approval of this Partnership.

*Les Coyne* made a motion to approve the Partnership Agreement with Hilltop Garden. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

#### **C-8 Review/Approval of Partnership Agreement with Plant-A-Row Partners**

*Sarah Mullin, Community Gardens Specialist* in order to provide people in need with fresh, locally produced food, the Department wishes to continue the partnership with Hilltop Gardens at Indianan University, Bloomingfoods, Mother Hubbard's Cupboard, and Hoosier Hills Food Bank in the community support program, Plant-a-Row for the Hungry. 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. No major changes have been made to this agreement.

*Les Coyne* made a motion to approve the Partnership Agreement with Plant-A-Row Partners. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

#### **C-9 Review/Approval of Prepared Food Vending and Food Truck Contract Template**

*Marcia Veldman, Program Coordinator* staff recommends the approval of the 2019 Farmers' Market Farm Vendor Contract and Exhibits, 2019 Food Truck/Push Cart Agreement, and the 2019 Prepared Food Vendor Agreement templates. There have been no significant changes to the contracts and exhibits.

*Les Coyne* made a motion to approve the Prepared Food Vending and Food Truck Contract Template. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

#### **C-10 Review/Approval of Service Agreement with SPORT AIDE**

*Daren Eads, Facility Coordinator* the Department wishes to provide the Bloomington Community with facilities that offer clean and well maintained indoor artificial turf. The Department requires the services of a qualified vendor to provide repair, service, test, and/or disinfect the indoor turf at City park properties and facilities. Staff recommend the approval of this service agreement with Sport Aide, all fees and expenses are not to exceed \$4,000.

*Les Coyne* made a motion to approve the Service Agreement with SPORT AIDE. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

**C-11 Review/Approval of Contract with Recreation Insites for Bryan Park Fitness Equipment**

*Barb Dunbar, Operations Coordinator* due to age, the fitness station at Bryan Park is in need of replacement. The Department wishes to provide the community with new equipment, and requires the services of a qualified vendor and contractor in order to secure the equipment and materials and perform the labor to install the new equipment. Staff recommends the approval of this contract with Recreation Insites in the amount of \$37,168.25. This project will be funded by the 2017-2020 Park Bond.

*Les Coyne* made a motion to approve the Contract with Recreation Insites for Bryan Park Fitness Equipment. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

**C-12 Review/Approval of Service Agreement with JB Salvage**

*Joanna Sparks, City Landscaper* the Department wishes to dispose of green waste at a local composting facility. The Department requires the services of a qualified vendor to provide a 30 cubic yard dumpster for collection and to dispose of the green waste on an “as needed” basis. The dumpster will be located at the Operations Center on Adams Street. Staff recommends the approval of this service agreement with JB Salvage, all fees and expenses are not to exceed \$2,500.

*Les Coyne* made a motion to approve the Service Agreement with JB Salvage. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

**C-13 Review/Approval of MOU for CBU Sewer Utility-Switchyard Park**

*Dave Williams, Operations Director* the Department and City of Bloomington Utilities wishes to establish this Memorandum of Understanding to delineate responsibilities of each party where they concern future maintenance, repair or replacement of the sanitary sewer line that runs through Switchyard Park.

*Les Coyne* made a motion to approve the Memorandum of Understanding with City of Bloomington Utilities. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

**C-14 Review/Approval of Consultant Contract Agreement Addendum #3 Switchyard Park**

*Dave Williams, Operations Director* staff recommends the approval of Addendum #3 with Rundell Ernstberger Associates (REA) in the amount of \$13,287.70. The request is to compensate Switchyard Park design consultant (REA) for overruns in expenses related to the preparation of bidding documents for the Switchyard Park project, printing, legal ads, and State of Indiana plan review fees. The additional funds will be charged to the total Switchyard Park project contingency that was approved by the Redevelopment Commission.

*The Board inquired* if the design of the pathway along Rogers has been settled.

*Dave Williams responded*, nothing has been done at this time. The pathway will be done as a separate project, and we hope to have it included on the 2020 project list.

*Les Coyne* made a motion to approve the Consultant Contract Agreement Addendum #3 Switchyard Park. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

**C-15 Review/Approval of Appointments to the Environmental Resources Advisory Council**

*Elizabeth Tompkins, Natural Resources Coordinator* staff recommends the approval of the Environmental Resources Advisory Council reappointments of Cathy Meyer, Dan Myers, David Parkhurst, and Melissa Laney, and the appointment of a new member, Sarah Murray. Staff believes Sarah’s experience in planning and work with the Eppley Institute for Parks and Public Lands will provide valuable insight.

*Les Coyne* made a motion to approve the Appointments to the Environmental Resources Advisory Council. *Lisa*

*Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

**C-16 Review/Approval of Contract with Mader Design for Griffy Lake Fishing Pier Design**

*Elizabeth Tompkins, Natural Resources Coordinator* the Department wishes to complete documents for the accessible fishing pier at Griffy Lake. The Department requires the services of a professional consultant in order to perform design development services for the detailed design and construction documents to re-align the entry drive into the parking lot, create a central node serving as a pedestrian road crossing and park entrance identifier, create a wooden deck overlook and fishing pier structure. Design will consider trail or boardwalk connections to the overlook. Staff recommends the approval of this contract with Mader Design, all fees and expenses are not to exceed \$63,750.

*Les Coyne* made a motion to approve the Contract with Mader Design for Griffy Lake Fishing Pier Design. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried.

**C-17 Review/Approval of Contract with Tennis Technology, Inc. for Sport Court Coating**

*John Turnbull, Sports Division Director* the Department wishes to have several sports courts coated and lined. The Department requires the services of a professional contractor in order to perform the coating and lining at two Bryan Park basketball courts, one Sherwood Oaks basketball court, one Highland Village basketball court, two Crestmont basketball courts, 1 Winslow Woods basketball court, 1 Upper Cascades basketball court, two Sherwood Oaks tennis courts, and one hitting wall, and 6 Winslow tennis courts. Staff recommends the approval of this contract with Tennis Technology, Inc. in the amount of \$73,656. This project will not include the small parking lot next Bryan Park tennis courts.

*Les Coyne* made a motion to approve the Contract with Tennis Technology, Inc. for Sport Court Coating. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried

**C-18 Review/Approval of Lease Purchase Agreement with Professional Golf Car**

Item removed from the agenda.

**C-19 Review/Approval of Appointments to Cascades Golf Course Advisory Council**

*John Turnbull, Sports Director* staff recommends the approval of the Cascades Golf Course Advisory Council appointments of Brain Muehlhaus, Bill Pfrommer, Harrison Carmichael, Sheila Nickle, and Anthony Robertson. Eighteen applications were received, staff believe these five candidates offer the broadest perspectives and backgrounds for an advisory council.

*Les Coyne* made a motion to approve the Appointments to Cascades Golf Course Advisory Council. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried

**C-20 Review/Approval of Service Agreement with Harrell-Fish, Inc.**

*Becky Higgins, Recreation Director* the Department wishes to maintain the Banneker Community Center in good working condition. The Department requires the services of a professional vendor to provide routine maintenance and repairs to the HVAC system at Banneker Community Center. Staff recommends the approval of this service agreement with Harrell-Fish, Inc., all fees and expenses are not to exceed \$3,030.

*Les Coyne* made a motion to approve the Service Agreement with Harrell-Fish, Inc. *Lisa Thatcher* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion unanimously carried

**C-21 Election of Officers**

*Lisa Thatcher* nominated *Les Coyne* as President of the Board of Park Commissioners. *Kathleen Mills* second the nomination. The nomination was unanimously carried.

*Lisa Thatcher* nominated *Kathleen Mills* as Vice President of the Board of Park Commissioners. *Les Coyne* second the nomination. The nomination was unanimously carried.

*Les Coyne* nominated Mr. Joe Hoffmann as Board of Park Commissioners representative to the Plan Commission. *Kathleen Mills* second the nomination. The nomination was unanimously carried.

Kathleen Mills nominated Les Coyne as Board of Park Commissioners first alternate representative to the Plan Commission. Lisa Thatcher second the nomination. The nomination was unanimously carried.

Les Coyne nominated Ms. Kathleen Mills as Board of Park Commissioners second alternate representative to the Plan Commission. Lisa Thatcher second the nomination. The nomination was unanimously carried.

Lisa Thatcher nominated Kim Clapp as the secretary to the Board of Park Commissioners. Les Coyne second the nomination. The nomination was unanimously carried

## **D REPORTS**

D-1. Operations Division – Vegetation Management Update

Jon Behrman, Working Foreperson approached the podium and presented the Vegetation Management Update.

Vegetation Management Crew consist of 1.5 full time staff – fully licensed pesticide applicators, and 5 seasonal registered technicians. The primary focus is promoting biodiversity through native plantings. The Management Crew is responsible for managing vegetation on over 2,000 acres of City properties. They maintain and install native plantings, monitor and assess sites for ecological sustainability, and train and work with volunteers to remove invasive species.

Invasive Species methods of control are mechanical, cultural, biological, chemical and through education. 46+ acres of the Asia Bush Honeysuckle were treated using cut stump and foliar herbicide. AmeriCorps Oak 2 Crew removed 10 heavily infested acres in Upper Cascades Park. 30+ acres of Garlic Mustard were treated by hand pulling and Foliar herbicide. Over 206 acres of Japanese Stiltgrass were treated by hand pulling and herbicide. 9.87 acres of other woody invasives: Callery Pear, Multiflora Rose, Tree of Heaven were treated by mowing and herbicide.

Native Plant and Tree Installations. 4,858 native plants were installed at six locations. Plants were salvaged at Wapehani Dam and transplanted at Allison Jukebox and Miller-Showers Park. Over 3,000 DNR saplings were planted at three locations.

Management Plans at Browns Woods focusing on invasive plants, storm water and deer browse. Latimer Woods focusing on flashy storm water, increased trash and invasive species around the edge, and invasive plants. Millers Showers Park focusing on invasive species, sedimentation and algae.

Projects Removed invasives along Bloomington Rail Trail. Prairie restorations was done at Olcott Park and Goat Farm and removed invasives. Completed Griffy Shoreline Stabilizations by installing native plants. Outreach in the community, had 800 hours of volunteers, education, and being preventative rather than reactive.

Next Steps for 2019 Griffy Ecological Assessment addressing climate change, ecosystem resiliency, flagship species such as blueberries, and nuts and bolts management plan. Griffy Lake fire, looking at historical management style, how it promotes forest health with regeneration of Oak/Hickory, and native blueberry and huckleberry production. Partnership with MC-IRIS hosting 1<sup>st</sup> Saturday Field Days with education and volunteerism focused on preserving biodiversity. Millers Showers installation of 4,179 native perennials, focused on improving “curb appeal”

D-2 Recreations Division – No Report

D-3 Sports Division – No Report

D-4 Administration Division – No Report

*Paula McDevitt*, Director welcomed Lisa Thatcher. The next meeting will be held February 26, 2019

## **ADJOURNMENT**

Meeting adjourned at 5:16 p.m.

Respectfully Submitted,



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Kim Clapp  
Secretary Board of Park Commissioners