



A-1
6-25-19

Board of Park Commissioners
Regular Meeting
Minutes

Tuesday, May 21, 2019
4:00 p.m. – 5:30 p.m.

Council Chambers
401 N. Morton St.

CALL TO ORDER

The meeting was called to order by Les Coyne at 4:15 p.m.

Board Present: Les Coyne, Kathleen Mills and Lisa Thatcher

Staff Present: Paula McDevitt, Dave Williams, John Turnbull, Becky Higgins, Julie Ramey, Mark Sterner, Steve Cotter, Mark Marotz, Kim Clapp, Leslie Brinson, Barb Dunbar, Marcia Veldman, Bill Reams, and Jess Klein

A. CONSENT CALENDAR

- A-1. Approval of Minutes of April 23, 2019 meeting
- A-2. Approval of Claims Submitted April 23, 2019 through May 20, 2019
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus

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

B. PUBLIC HEARINGS/APPEARANCES

B-1. Public Comment Period – None

B-2. Bravo Award

Julie Ramey, Community Relations Manager the Department would like to recognize Eco Logic, LLC, a Bloomington-based business specializing in ecological restoration, with the April Bravo Award. In April 2019, Eco Logic, LLC were incredibly generous in donating approximately 400 trees and shrubs to plant throughout Sherwood Oaks Park. Due to flooding, the original planting date was postponed, causing low numbers in volunteer participation. Eco Logic staff stepped up, willing donated their time and expertise to the planting of the trees and shrubs, making it possible to complete the project in one day. Eco Logic's commitment to their company mission is evidence by the generosity, both in resources and in volunteer time. Bloomington Parks and Recreation is proud to recognize them with this month's Bravo Award. Julie Ramey invited Spencer Gail to the podium.

Spencer Gail approached the podium. I want to thank the Board and staff for the award, and give credit to the Ballroom Dancing Club for their help with planting the trees. We have been grateful for our relationship with the City of Bloomington Parks and Recreation Department, since our inception in 1999, when we began working with Steve Cotter. It has been a great relationship, we have learned a lot, and feel we have done a lot of good work. The City of

Bloomington Parks and Recreation Department has an amazing dedicated staff, and we are grateful to be part of the team.

The Board thanked Spence Gail and Eco Logic, LLC for their work and support.

B-3. Parks Partner Award – None

B-4. Staff Introduction –

Emily Rotundo will be working as the Community Events Intern for Leslie Brinson. Emily will be graduating in May 2020, seeking a Bachelor of Science degree in Recreation in the Tourism, Hospitality, and Event Management. Emily is impressed by the Parks and Recreation department's ability to provide creative events that build healthy relationships, provide entertainment and relaxation and promote community health. Emily feels fortunate to be a part of this organization and have a part in giving back to the community this summer.

Caitlin Mattingly will be working as the Health and Wellness Intern for Jess Klein. Caitlin graduated from Indiana University School of Public Health in May 2019, with a Bachelor's degree in Community Health. Parks and Recreation Department is dedicated to the success and growth of interns and Caitlin is looking forward to the experiences that she will gain this summer.

The Board welcomed Emily Rotundo and Caitlin Mattingly.

C. OTHER BUSINESS

C-1. Review/Approval of Partnership Agreement with Indiana University Health Bloomington

Jess Klein, Health and Wellness Coordinator on February 26, 2019 the Board approved a Partnership with Indiana University Health Bloomington. IU Health did not approve the original agreement, and requested the following changes; item 3.11 was added, to agree that neither party will hold the other responsible for any losses, judgments, expenses, etc., item 4.3 was added to state the either party may terminate the agreement without cause, as long as 60 days' notice is provided in writing, and guidelines for communication were clarified. Staff recommends the approval of this updated agreement, which includes these minor changes. The purpose of this Agreement is to outline a program partnership, which will provide community health education, programs, training, marketing, and opportunities to benefit the health and wellness of the community by combining available resources from each party. This has been a successfully partnership for many years.

Kathleen Mills motioned to approve the agreement with Indiana University Health Bloomington. *Lisa Thatcher* seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried.

C-2 Review/Approval of Contract with Bruce Wilds Security for Fourth of July Parade

Bill Ream, Community Relations 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 \$2,800. Fees will be paid from the Community Event General Fund. Staff recommends the approval of this contract with Bruce Wilds Security.

Kathleen Mills motioned to approve the agreement with Bruce Wilds Security. *Lisa Thatcher* seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried.

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

Bill Ream, Community Relations 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 cars to staff during the parade activities. The Department shall pay contractor for all fees and expenses in an amount not to exceed \$500. Fees will be paid from the Community Events July 4th General Fund. Staff recommends the approval of this contract with Golfcar Corporation.

Kathleen Mills motioned to approve the agreement with Professional Golfcar Corporation. *Lisa Thatcher* seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried.

C-4 Review/Approval of Partnership Agreement with Downtown Bloomington, Inc.

Bill Ream, Community Relations 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. There will be a 50/50 split of revenue from parade entry fees. Staff recommends the approval of this partnership with Downtown Bloomington Inc.

Kathleen Mills motioned to approve the agreement with Downtown Bloomington, Inc. *Lisa Thatcher* seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried

C-5 Review/Approval of Contract with Southside Rental

Bill Ream, Community Relations 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 \$3,700. Staff recommends the approval of this contract with Southside Rental.

Kathleen Mills motioned to approve the agreement with Southside Rental. *Lisa Thatcher* seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried

C-6 Review/Approval of Partnership Agreement with Code & Key Escape Rooms

Bill Ream, Community Relations Coordinator the Department wishes to provide the community the opportunity to participate in a unique summer event. PBRD and Code and Key Escape Rooms desire to cooperate in the provision of a community event called the Bloomington Trail Outdoor Escape Adventure for the general public. The program will be an affordable and family-friendly summer event, which will be a fun way for the members of the Bloomington community to challenge themselves and enjoy the beautiful outdoors. Staff recommends the approval of this agreement with Code & Key Escape Rooms.

Kathleen Mills motioned to approve the partnership agreement with Code & Key Escape Rooms. *Lisa Thatcher* seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried.

C-7 Review/Approval of Contract with Agreement with Theta Chi Fraternity

Bill Ream, Community Relations Coordinator the Department wishes to plan, staff, and implement a challenge event called Hoosier Hustle for Theta Chi; an urban adventure challenge where BPRD leads teams of fraternity members on a timed race around campus, competing in both mental and physical challenges as they work in teams. Staff recommends the approval of this agreement. The estimated revenue from the program is \$9,000.

Kathleen Mills motioned to approve the agreement with Theta Chi Fraternity. *Lisa Thatcher* seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried.

C-8 Review/Approval of Summer Star Foundation Partnership Agreement for Banneker Nature Days

Steve Cotter, Natural Resource Manager, 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.

Kathleen Mills motioned to approve the Partnership Agreement with Summer Star for Banneker Nature Days. *Lisa Thatcher* seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried.

C-9 Review/Approval of Contract Addendum with Tabor Bruce Architects.

John Turnbull, Division Director of Sports on May 4, 2017, the Department entered into an Agreement with Tabor/Bruce Architecture & Design, Inc. to have architectural and design services for Cascades Golf Course Clubhouse. The Department wishes to expand scope of work to include a detached banquet room and computer graphic renderings of the clubhouse for marketing purposes. Both parties agree to amend Article 1 to reflect the additional work, to amend Article 4 to reflect the additional charge of not to exceed \$5,000, and to amend Article 6 consultant shall perform the services including additional work through the completion of construction which will be no later than October 1, 2019. Staff recommends the approval of the Addendum to the Tabor Bruce Architects contract.

The Board inquired, if the banquet room would be available for public rental.

John Turnbull responded, yes, the banquet room will be available for rental.

Kathleen Mills motioned to approve the contact addendum with Tabor Bruce Architects. *Lisa Thatcher* seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried.

C-10 Review/Approval of Golf Cart Lease Agreement with First Financial Equipment Finance, LLC

John Turnbull, Division Director of Sports on February 26, 2019, the Board approved the proposal to purchase 75 golf cars at the Cascades Golf Course. Tonight, staff is recommending approval of the actual lease document, in the amount of \$225,000. No terms have changed from the proposal and memo of agreement.

Kathleen Mills motioned to approve the Golf Car Lease agreement with First Financial Equipment Finance, LLC. *Lisa Thatcher* seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried.

C-11 Review/Approval of Contract with Bledsoe Riggert Cooper James

Barb Dunbar, Operations Coordinator due to age and condition, the Department wishes to construct a new playground, replace an existing walkway, and determine the boundary for the south border of Bryan Park. The Department requires the services of a professional consultant to perform construction layout of playground at Crestmont Park, walkway reconstruction at Building Trades Park, and survey services of south border at Bryan Park. Staff recommends approval of this contract with Bledsoe Riggert Cooper James, total of projects are not to exceed \$9,950. Crestmont Park Playground \$6,000, will be funded from the General Obligation Fund, the Building and Trades project \$2,000 and Bryan Park project \$1,950 will be funded from Operations General Fund.

Kathleen Mills motioned to approve the contract with Bledsoe Riggert Cooper James. *Lisa Thatcher* seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried.

C-12 Review/Approval of Addendum to Service Agreement with Izzy's Rental

Barb Dunbar, Operations Coordinator, on December 10, 2018, the Department entered into a contract with Izzy's Rental for cleaning/pumping services for portable toilets owned by the Department. The Department wishes to extend the scope of service to include three additional locations, Upper Cascades Skate Park, Bryan Park and Griffy Lake. These locations were under contract with Monroe Tuff-Jon, that contract has been terminated. Both parties agree to amend Article 1 by adding the three locations, and amend Article 2 increasing compensation for all fees and expenses in an amount not to exceed \$8,850. All other terms of the Agreement are still intact. Staff recommends the approval of the Addendum to Izzy's Rental contract. Natural Resources General Fund will fund the Griffy Lake location, Operations General Fund will fund the Skate Park and Bryan Park.

The Board inquired if the department was experiencing vandalism to the units.

Barb Dunbar responded, vandalism usually consist of tipping over the units. The department, now secures the portable toilets with stakes, or by placing limestone mill blocks around the unit. The department has gradually been purchasing units, and will own all units after 2020. This will lower cost, as there will only be service charges and no rental charges.

Kathleen Mills motioned to approve the service agreement addendum with Izzy's Rental. *Lisa Thatcher* seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried.

C-13 Review/Approval of Contract Addendum #3 with Cornerstone PDS for Crestmont and Waldron, Hill Buskirk Park Design.

Dave Williams, Operation Division Director the Department entered into a contract with Cornerstone PDS, to develop site plan and construction documents for playground area at Crestmont Park, design and construction documents for renovations to lawn area between band pavilion and fountain at Waldron, Hill, Buskirk Park. On July 24th the scope of services was amended to add the design accessible sidewalk entrance and delivery ramp at the Allison-Jukebox Community Center. On December 10, 2018, the scope of services was amended to add stairwell and pervious pavers. Due to these additional changes the Department wishes to extend the date of completion. Both parties agree to amend Article one to reflect a new completion date of September 1, 2020 and to modify Exhibit B “project Schedule” to state all services to be completed by no later than September 1, 2020. Staff recommends the approval of this Addendum to the contract with Cornerstone PDS.

Kathleen Mills motioned to approve the contract addendum with Cornerstone. *Lisa Thatcher* seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried.

C-14 Review/Approval of Contract with Bartlett Tree Experts

Dave Williams Operations Division Director to maintain trees, and for public safety the Department wishes to have 4 public trees pruned and 6 hazardous trees removed. The Department requires the services of a professional consultant to perform pruning work of 1 Black Locust, 1 Hackberry, and 1 Honeylocust at Peoples Park, pruning work of one Pin Oak tree at Hillside Crossing, and cut down 5 Ash trees and 1 Oak tree at Olcott Park. This projected is funded through the Urban Forestry General Fund and is not to exceed \$6,290.

Kathleen Mills motioned to approve the contract with Bartlett Tree Experts. *Lisa Thatcher* seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried.

C-15 Review/Approval of Contract Addendum with Davey Resource Group

Dave Williams, Operations Division Director on December 10, 2018, the Department entered into a contract with Davey Resources Group to perform an urban forest canopy assessment and inventory of street and selected downtown parks. The Department wishes to expand the scope of work to include additional street tree inventory, park tree inventory, and the purchase of one additional tablet, as well as to extend the completion date. Both parties agree to amend Article 1 to reflect changes in design area and services shown in Scope of Work, modify Article 1 to change the completion date to February 29 2020, amend compensation for all fees and expenses in the amount not to exceed \$165,250. Locations include with highest priority listed first to lowest listed last; Millers Showers, Building Trades, Lower Cascades, Rosehill Cemetery, White Oak Cemetery, Butler Park, Olcott park, and Twin Lakes Sports Complex. Staff recommends approval of the Addendum to the contract with Davey Resource Group.

The Board inquired, if there is an arrangement to maintain and update the information collected. What is the end date for the physical counting?

Dave Williams responded, yes there is an arrangement for updating the information. Once the project is completed, Davey Resources Group will present the findings to the Board. Physical counting should be concluded by end of July, 2019. It is important to complete this project, as there will be additional trees planted in the City through the Bicentennial Trails and Trees Allocations.

Kathleen Mills motioned to approve the contract addendum with Davey Resource Group. *Lisa Thatcher* seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried.

C-16 Review/Approval of Agreement with Middle Way House

Mark Sterner, Sports Area Manager 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 Middle Way House use of Ralph Mills Swimming Pool. Middle Way House will be given five season pool passes that are interchangeable between their counselors/staff members. Aquatics will track daily attendance and invoice Middle Way House \$5.00 per person, for those participants not qualifying for a fee waiver. Middle Way House will provide payment at the end of the season based on the above pay structure.

Kathleen Mills motioned to approve the agreement with Middle Way House. *Lisa Thatcher* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried.

C-17 Review/Approval of Contract with Nashville Party Rental

Marcia Veldman, Program/Facility Coordinator the Department wishes to host the Homegrown Indiana Farm Tour at Living Roots Farm and Sustainable Living Center, on Sunday, July 14, 2019. 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.

D REPORTS

D-1 Recreations Division – Farmers’ Market Advisory Council Annual Report

Marcia Veldman, Farmers’ Market Coordinator invited *Kathy Aiken*, Outgoing Farmers’ Market Advisory Council Chair to the podium.

Kathy Aiken approached the podium and delivered the 2018 Farmers’ Market Advisory Council Report.

- In 2018 the Market had record attendance, 264,000 participants over entire season
- 4 Saturdays and bad weather in April, caused decline in April participants
- November and December numbers were lower
- Customer attendance was down at Tuesday Market. 1,986 for season, lowest average in the past five years
- Tuesday Market vendors was 34% lower
- Discussed possibility of moving Tuesday Market to Switchyard Park in 2020
- Vendor counts on Saturday Market was lower than previous years
- New markets in surrounding area is main reason for decrease
- Markets selling more than just produce, and with more flexible rules, maybe lowering vendor numbers
- The current number of registered vendors, is sufficient to create a full market
- The Market exceeded the 100% cost recovery goal, and generated 103% of the budget
- Revenue from prepared food vendors decreased approximately \$1,000
- Prepared food vendors submitted a request to restructure the vendor fees. Drop \$10 daily flat fee, and only charge the 10% of gross profits.
- Staff recommended to Board to accept this pricing restructure
- The Food Truck spaces are still popular
- Sarah Mullin, new Market Master was hired in June, Sarah is experienced in markets and gardening
- Since 2018, the Market has secured \$100,000 funding to provide double snap benefits. This increases access to healthier food to lower income families
- 2018 Innovative Farm arrangement was successful
- In interest to transparency, Innovative Farm applications are reviewed by FMAC for recommendations. Staff makes decision and vendors are notified by Market Beet.
- Proposal was approved, if an Innovative Farm application has been approved for two years with insignificant changes, the step of going before the FMAC is eliminated
- Complaints received regarding find parking spaces
- In September, representative from League of Woman voters request pricing restructure for Info Alley. Currently \$10 daily fee, or \$350 season. The request was made to lower or eliminate fee for non-profit organizations. FMAC decided not to move forward with this requested change
- Plans for Switchyard Park are always an interest of FMAC, SYP is discussed on a regular basis

The Board inquired if parking may be causing a drop in attendance.

Kathy Aiken responded, there will always be a natural ebb and flow in attendance. There are solutions to parking: a map has been created with parking sites marked, coming at different times, use of baskets to take purchases back to cars, looking at different sites to park.

Marcia Veldman approached the podium, please note 2018 did have a record attendance.

The Board thanked Kathy Aiken and the Farmers' Market Advisory Council for all of their time and hard work.

D-2. Operations Division – No Report

D-3 Sports Division – No Report

D-4 Administration Division – No Report

Paula McDevitt, Administrator the Summer Kick-off Celebration event will be held Friday, May 24, 2019 at Bryan Park from 5:00 pm to 8:00 pm.

The Board Budget Retreat will be held Wednesday, May 29, 2019 from 4:00 pm to 7:00 pm in the Parks Conference Room in City Hall.

ADJOURNMENT

Meeting adjourned at 5:20 p.m.

Respectfully Submitted,



Kim Clapp

Secretary Board of Park Commissioners